

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Incomplete Grade
FPU Policy Number: FPU-5.00712AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: March 26, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Dr. Ghazi Darkazalli, Provost and Executive Vice President of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all courses offered at the University.

B. POLICY STATEMENT:

A student may be temporarily assigned an incomplete (“I”) course grade, with the written approval of the course instructor, if the student is passing the course but has not completed all the required work due to exceptional circumstances that exist beyond the control of the student. An “I” grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the University. A student who registers for a course but fails to meet the course requirements will receive an “F” grade in that course unless the student has officially dropped the course.

In order to be eligible for an “I” grade assignment in a course, the student must have completed at least 75 percent of the course with a passing grade. An “I” grade is not to be used to allow students to complete extra work to raise the grade earned; rather, it indicates a grade deferral in the event of extenuating circumstances and must be changed to a final evaluative grade within a specified time frame, not to exceed one calendar year from the ending date of the semester during which the student was enrolled and prior to the student’s graduation.

C. PROCEDURE:

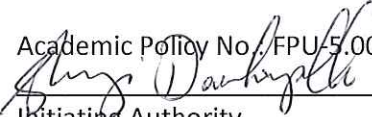
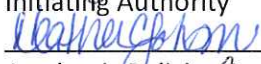
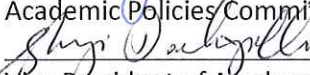
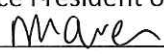
1. To initiate consideration for an “I” grade assignment, the student must contact the instructor of the course for which the student has not completed the required coursework. The student must contact the instructor prior to final grades being due, as noted on the academic calendar to inform the instructor of the exceptional circumstances that justify requesting an “I” grade. The decision to assign an “I” grade is at the sole discretion of the course instructor.
2. If the instructor agrees to temporarily assign the student an “I” grade for the course, the student and instructor shall complete the *University Incomplete Grade Agreement Form* (“Incomplete Grade Agreement”) and document the expectations for course completion, specifying the academic work the student is missing, the deadline for completion of that

work and the grade that will be assigned if the work is not submitted on or before the deadline. Once completed, the Incomplete Grade Agreement must be signed by both the student and the instructor and filed with the Office of the University Registrar (“Registrar”) prior to the semester deadline for reporting final grades.

3. The student may not re-enroll in the same course to make up an “I” grade, nor may the student enroll in any courses that designate the course for which the student is assigned an “I” grade as a prerequisite.
4. The student is responsible for making arrangements with the course instructor for timely completion of the missing academic work. An “I” grade will be changed to a final evaluative grade at the time the student completes the required work and the instructor submits the necessary *University Grade Change Form* (“Grade Change Form”) to the Registrar.
5. “I” grades that are not changed within the maximum time limit (not to exceed one calendar year from the ending date of the semester during which the student was enrolled and prior to the student’s graduation) will automatically convert to the course grade designated in the Incomplete Grade Agreement as the student’s final evaluative grade, based on the instructor’s evaluation of the completed coursework. Once an “I” grade is converted to a final evaluative grade, that course grade may not be subject to further adjustment nor may it be converted back to an “I” grade. Exceptions due to University error may be approved by the Provost (or his/her designee) with supporting justification attached to a Grade Change Form.

D. FORMS:

1. *University Incomplete Grade Agreement Form* (attached).
2. *University Grade Change Form* (attached).

ACADEMIC POLICY APPROVAL	
Academic Policy No. FPU-5.00712AP	
	3-25-15
Initiating Authority	Date
	3-25-15
Academic Policies Committee Chair	Date
	3-26-15
Vice President of Academic Affairs	Date
	2/26/15
President/Designee	Date
Approved by FPU BOT, if required	Date

Incomplete Grade Agreement

INSTRUCTIONS: This agreement must be completed and signed by both the student and course instructor pursuant to **Academic Policy FPU-5.00712AP Incomplete Grade**. The completed agreement must be signed by the student and instructor and filed with the University Registrar prior to the applicable semester deadline for reporting final course grades.

TO BE COMPLETED BY THE STUDENT:

Student UID: _____ Date: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Phone: _____ Email: _____@FLPOLY.ORG

Semester Enrolled: Fall _____ Spring _____ Summer _____ Year: _____
Course Title: _____
Course Prefix: _____ Course Code: _____ Course Section: _____ Course Credits: _____
Instructor Name: _____

TO BE COMPLETED BY THE COURSE INSTRUCTOR:

1. Reason for assigning the incomplete grade (exceptional circumstances providing justification):

2. Description of required work to be completed by the student:

3. Based on the completed coursework to date, the student's current grade in the course is _____. This represents ____% of the required coursework.

4. Based on the completed coursework to date, the student's final evaluative grade in the course is _____.

5. Deadline to complete coursework is _____. **If the student fails to complete these requirements within the established deadline (Not to exceed one year, or graduation, whichever comes first), the final grade will automatically convert to the student's current grade in the course, as designated above.

Student Signature: _____ **Date:** _____

Instructor of Record Signature: _____ **Date:** _____

Date received by Registrar's Office: _____ By: _____

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GRADE CHANGE REQUEST FORM

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address two distinct grade change situations:

- (1) Change a grade submitted in error by the instructor electronically for the most recent semester. This form will not be accepted by the Office of the Registrar once the next full-term semester begins.
- (2) Change an "Incomplete grade" to a final letter grade.

Student Information

Student UID _____ Term/Year (course taken) _____/_____

Last Name _____ First Name _____ Middle Initial _____

Course Number _____ Course Title _____

Letter grade originally assigned _____ and Change grade to _____

Justification for grade change request:

- _____ Data Entry Error
- _____ Computational Error
- _____ "Incomplete Grade" Requirements Completed
- _____ Other (please specify) _____

Professor's Name _____

Professor's Signature _____ Date of Submission: _____

Approved by Provost

Signature: _____ Date: _____

OFFICE OF REGISTRAR – USE ONLY

Processed by _____ Date _____

Comments (if any) _____