

OFFICIAL POLICY

Subject/Title: Incomplete Grade

FPU Policy Number: FPU-5.00712AP

New Policy Major Revision of Policy Minor Technical Revision of Policy

Date First Adopted: March 26, 2015

Date Revised: July 15, 2021

Responsible Division/Department: Academic Affairs

Initiating Authority: Dr. Terry Parker, 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 in good standing in the course as determined by the instructor but has not completed all the required coursework. An “I” grade cannot be assigned to a course if the student fails to attend the course, withdraws from the course after the drop/add period, or withdraws from the University.

An “I” grade is not to be used to allow students to complete extra work to raise the grade earned. The incomplete grade must be changed to a final evaluative grade within one (1) month from the ending date of the semester during which the student was enrolled in the course and prior to the student’s graduation. Instructors may specify a longer make-up time on the Incomplete Grade Agreement Form, not to exceed six (6) months from the ending date of the semester during which the student was enrolled in the course and prior to the student’s anticipated 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 the Final Grades Due From Faculty date, as indicated on the Academic Calendar. 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 complete the *Incomplete Grade Agreement* form and document the expectations for course completion, specifying the academic work the student is missing and the deadline for completion of that work not to exceed that which is specified above. 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 at this or any other institution 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 or when the timeframe specified for completion has lapsed. The instructor must notify the Registrar in writing of the grade to assign the student for the course.
5. 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.
6. If incomplete work is not completed, the instructor will assign a grade based on the work that has been completed. This may result in a student receiving a failing grade for the class.
7. Exceptions may be granted by the Provost on a case-by-case basis.

POLICY APPROVAL	
Policy No.: <u>FPU-5.00712 AP</u>	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President	
Approved by Florida Polytechnic University BOT, if required	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	

Form: Academic Policy Template 2021.05.03