

Incomplete Grade Procedure

In extenuating circumstances an Incomplete (“IC”) grade may be assigned at the instructor’s discretion, and in accordance with the eligibility requirements set forth below.

Students may request an “IC” grade for more time to complete required coursework, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and any additional factors that the instructor deems relevant. To be eligible for an “IC” grade, students must be passing the course at the time of the request, and must have completed at least 75 percent of the major coursework as specified in the syllabus.

All “IC” grades require a written agreement specifying the remaining coursework required for completion and timeline for removal of the “IC” grade. This agreement is subject to the approval of the instructor and the Dean, or assigned designee, of the department or program. If the coursework is not completed within the prescribed timeframe, the “IC” will automatically change to an “F”. The exact timeline is at the instructor’s discretion however the maximum time to complete all coursework is as follows:

- Incompletes for fall term –work to be completed by Feb. 1st and grade must be filed by February 14th
 - Incompletes for winter term – work to be completed by June 1st grade must be filed by June 14th
 - Incompletes for spring term –work must be completed by September 1st grade must be filed by September 14th
 - Incompletes for summer term – work must be completed by November 1st grade must be filed by November 14th
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Eligibility Requirements:

1. A student who has suffered a severe crisis or documented illness that has prevented the student from completing coursework and who has successfully completed 75% of the coursework is eligible to petition for the grade of incomplete to the instructor. Eligible students must follow the procedures stated above or negate eligibility.
2. A student who has suffered a death in the family or other personal event of sufficient seriousness to prevent the student from completing coursework and who has successfully completed 75% of the coursework is eligible to petition for the grade of incomplete to the instructor. An eligible student must follow the procedures stated above or negate eligibility.
3. Because of federal financial aid rules, students who are on academic probation cannot petition for or receive a grade of Incomplete under any circumstances.
4. Students who are graduating seniors cannot receive a grade of Incomplete and graduate. An incomplete grade automatically postpones graduation.

Procedure:

1. The student must complete the Incomplete Grade Petition/Contract form one week before the end of the term in which s/he is enrolled for the course.
2. The student must formally petition the instructor in writing for the grade of Incomplete, using the Incomplete Grade Petition/Contract form. The required form is available on the student portal or from the Registrar’s Office. The petition is an agreement stating the work to be completed and a completion date, and must be signed by the instructor and the student.
3. Incomplete petitions are the responsibility of the student. The student must initiate the petition and obtain the signatures required. The student must ensure that the document is seen through to completion, either via email or

hard copy. Completed agreements must be sent to the Registrar's office within one week of the course ending at registrars.office@granite.edu

4. An Incomplete must be completed and the instructor grade received by the due date identified in the agreement. All due dates stated on the incomplete agreement must be met. If the coursework is not completed within the prescribed, agreed to timeframe, the "IC" will automatically change to an "F".

5. Extensions to the agreed to timeframe must be approved by the Provost



INCOMPLETE – GRADE CONTRACT

If a final grade is not recorded, leaving an incomplete on the record, the incomplete automatically changes to an “F”. Once the grade changes to an “F”, students must file an academic petition to have the grade reviewed.

Deadline for completing work:

- Incompletes for fall term –work to be completed by Feb. 1st and grade must be filed by February 14th
- Incompletes for winter term – work to be completed by June 1st grade must be filed by June 14th
- Incompletes for spring term –work must be completed by September 1st grade must be filed by September 14th
- Incompletes for summer term – work must be completed by November 1st grade must be filed by November 14th

Student’s Name: (Last)

(First)

GSC ID:

Address:

City:

State:

Zip:

Phone: (____)_____- _____

Course Number: _____

Course Title: _____

Term & Year course taken: _____

Instructor: _____

Reason for requesting incomplete grade:

Required course work to be made up:

Method by which you will make up this work (explain in detail)

Student Signature _____

DATE

Instructor Signature _____

DATE