



Policy AC020: Incomplete Grade

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "James Fisher".

James Fisher, Ph.D.
Interim Provost and Vice President for Academic Affairs

Approved by:

A handwritten signature in black ink, appearing to read "Jon Anderson".

Jon Anderson, Ph.D.
President

Effective Date: 07/01/2022 | Amended 04/03/2025

A. Intent

To establish parameters for the issuance and management of Incomplete grades.

B. Definition(s)

Not Applicable.

C. Policy

1. An Incomplete ("I") letter grade may be issued in cases where the student has been unable to complete the required coursework within the time frame of the course due to extraordinary circumstances.
2. It is generally within the discretion of the faculty member teaching the course, in consultation with the student, to approve an Incomplete grade. An Incomplete grade may also be issued as a form of reasonable accommodation due to a disability.
3. A student may request an Incomplete grade after three-quarters of the course's term has passed. A student does not need to have completed a certain percentage of the course's assessments to request, or be granted, an Incomplete grade.
4. The grant of an Incomplete grade provides time for a student to complete the work of a course; it does not require the instructor of record to teach or reteach elements of the course.
5. The work required to finish a course and receive a final grade must be completed before the end of the next subsequent regular semester (i.e., Fall or Spring semester) of attendance. Except in cases where the Incomplete grade is issued a part of a reasonable accommodation, faculty may shorten the amount of time allocated to resolve the Incomplete grade; in this case, the faculty member will inform the student, academic

dean, and registrar of the new deadline.

6. Students may not register for the same course if they have an outstanding Incomplete grade in the course from a previous term.
7. Failure to complete the necessary work within the time limit will result in the Incomplete grade being automatically converted to a failing grade (F) for the course. The student may request an extension to the deadline, which must be approved by the faculty member/instructor and the department chair or academic dean. The faculty member will determine the length of the extension.
8. If the instructor of record is not available or no longer employed by the university when the coursework from the Incomplete is to be finished, then the student must work with the chair of the department that teaches the course to determine how the course work may be completed to award a grade, or determine if a passing grade can be issued based on work completed. If neither option is possible, the student may request a Withdrawal ("W") as a final grade.
9. Incomplete grades do not negatively impact the student's GPA; however, they also cannot be used to meet pre-requisites for other courses. Students may need to request permission to register for a subsequent course while an Incomplete grade is outstanding. A student's financial aid may be impacted by the assignment of an I grade; students should consult with the Financial Aid Office before deciding to request an I grade.
10. A student will not be awarded their degree with an Incomplete grade on their transcript. Exceptions must be approved by the registrar.

D. Procedure(s)

1. If a student wishes to seek an Incomplete grade for a course, the student must contact the instructor to discuss the reasons and obtain permission. If a student wishes to seek an Incomplete grade as a reasonable accommodation due to a disability, the student must contact the Office for Students with Disabilities.
2. The instructor will submit an Incomplete grade for the student during the final grade submission process for the course.
3. The student will contact the faculty member to facilitate or create an academic plan to resolve the outstanding "I" grade at the start of the next regular semester of attendance.
4. Once the student completes the remaining work, within the deadline specified in this policy, the instructor will submit a grade change to the registrar indicating the regular grade to replace the Incomplete grade.

E. Related policies

Course Withdrawal Policy (AC046)

Grading Policy (AC019)

Graduation Requirements Policy (AC028)

Repeating a Course Policy (AC032)

University Withdrawal Policy (AC035)

F. Contact Information

For additional information, please contact the Office of the Registrar; the Office for Students with Disabilities; and/or the Financial Aid Office.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.