

University Policy and Procedure regarding Grades of Incomplete for Undergraduate and Graduate Students	Effective Date: Undergraduates: March 24, 2015 Graduates: April 20, 2015
Access: Undergraduate and Graduate Students, Faculty, Administrators	Position responsible for coordinating compliance: Records Office

Policy:

The grade of Incomplete (I) indicates there is still a possibility of credit, after further work. It is used when the instructor is not prepared to give a definite mark for the term in view either of student illness or some justifiable delay in the completion of certain work. It is not used when failure to meet course requirements is due to delinquency on the part of the student.

Procedure:

The preferred method for a student to request a grade of Incomplete from an instructor is for the student to complete the online "Request for Grade of Incomplete" form located at MyNU, which is electronically sent to the instructor. The online request requires the student to state why he/she is requesting the Incomplete, provide documentation to support his/her request, and outline the reasons and terms of the extension.

Within three working days, the instructor approves or denies the request online. The granting of Incomplete grades is at the discretion of the instructor and not subject to appeal. Should the instructor agree to a grade of Incomplete, he or she will approve the following information:

- Requirements for completing the coursework
- Deadline for completing the coursework

The recommended deadline for completing the coursework is 30 days after the beginning of the next regular semester. Under extenuating circumstances, the faculty member can specify an extended deadline date after the 30-days but it must be before the end of that semester.

A notification is then emailed to the student informing the student of the faculty member's decision, with a copy to the student's Dean's office. It is the responsibility of the student to initiate removal of the Incomplete grade. If the student fails to complete the required coursework by the specified deadline, the Incomplete grade will automatically become an F. The F may be changed at the faculty member's discretion.

Exceptions to this policy must be referred to a student's Dean's Office and will be handled on a case-by-case basis. The decision to either assign a grade of Incomplete or change it is the sole responsibility of the faculty member.

If an Incomplete grade is still not reconciled one semester after the Incomplete was assigned, the grade will convert to an "F" (manual process).