



Incomplete Grades

LP 3.11

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Policy Owner:
Board of Trustees

Policy Administrator:
Vice President for
Academic Affairs

Affected Parties:
Faculty
Students

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I Policy Statement

A grade of *Incomplete* is assigned at the discretion of the instructor when, in the instructor's judgment, a student who has a passing grade in the course, or a reasonable prospect of earning a passing grade, is unable to complete some limited portion of the assigned work in the course (e.g., final project, final exam) because of extenuating circumstances (e.g., extended illness, accident, unavoidable work-related responsibility or family hardship).

NOTE: An *Incomplete* is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time.

Within six months from the last day of final examinations in the semester in which the grade of *Incomplete* was assigned, the student must complete all required work and the instructor must submit a final grade. Within two weeks of assigning a grade of *Incomplete*, the instructor will prepare an "Incomplete Grade Form" that specifies the assignments that must be submitted and the deadline for each assignment. The instructor will send a copy to the student and place a copy on file with the Registrar's Office. The student will sign the form indicating acknowledgement of the requirements. It is the responsibility of the student to ensure that all arrangements for removal of the *Incomplete* have been made and that all course assignments have been completed and submitted to the instructor by the deadline established by the instructor. If the instructor does not complete a grade change request by the end of the six-month period, the grade of *Incomplete* will automatically be changed to a grade of "F."

NOTE: Re-enrolling in the course cannot be used to remove a grade of *Incomplete*.

II Policy Owner

Vice President for Academic Affairs.

III Responsibility for Policy Implementation

Vice President for Academic Affairs.



Lander University

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IV History

- Updated and approved by Faculty Senate on 2/27/2018
- Approved by Board of Trustees 3/13/2018