

GRADES OF INCOMPLETE

The grade of “I” or Incomplete” may be assigned when a student in good standing in a course has completed and passed a majority of the work required for a course but, for reasons beyond the student’s control, cannot complete the entire course. Incomplete grades can only be granted by faculty upon their respective department chair’s approval and faculty are under no obligation to grant students an incomplete grade.

In cases where the faculty agrees to assign an I grade, it is important to arrive at an agreement between faculty and student about exactly what is required in order to finish the course.

Grades of Incomplete cannot be entered by faculty in Self-Service and can only be entered by authorized Registration staff once a completed Request for Incomplete form has been submitted by the department to the Registration Office and approved by the Registrar.

Students can obtain a Request for Incomplete form online in the student dashboard, MyOtis. The form must state the reason for the Incomplete grade and the work that must be completed. The date the work is due must also be listed on the form by the faculty. The forms must be approved by the Department Chair. In cases in which it is impossible for the student to complete the form, the Request for Incomplete form may be submitted by the faculty member in consultation with the student and the appropriate Department Chair.

If granted, the student will have 30 business days from the end of the semester in which to complete the coursework, Faculty will then submit a Grade Change form (available in MyOtis) in order to assign the final grade for the course. All coursework must be completed by the due date established on the Incomplete form and Grade Change forms must be submitted within a week of that due date. If a student does not complete the coursework within the appropriate time frame and no final grade is reported from the department, the Incomplete grade will revert to an F.