

Incomplete Grade Planning Guide

This resource is for students who plan to request a grade of incomplete in one or more of their classes as well as for faculty who plan to submit a grade of incomplete. Per the Registrar:

I (incomplete): A grade of “Incomplete” or “I” indicates that a student has not satisfied all of the course requirements and has come to an agreement with the faculty member for an extension in order to complete the work. The decision to issue a grade of Incomplete is made solely at the discretion of the faculty member. Incomplete grades must be requested by the student, and be granted only if justified by compelling individual circumstances requiring additional time beyond the end of the semester to complete course requirements. A grade of Incomplete should not serve primarily as a mechanism to allow a failing student to earn a passing grade. Grades of Incomplete should be accompanied by a written plan for resolving the Incomplete grade, which includes documentation of outstanding work and the timeline for completion. This written plan shall be retained by the student, the faculty member and the department chair. An Incomplete grade automatically becomes an “F” if it is not removed within 30 days following the end of the semester in which it was issued, or within a lesser period specified by the instructor. In exceptional cases, extensions beyond that normal period are permitted only with the written approval of the department chairperson. Any change in an Incomplete to a grade other than “F” after one year requires the written permission of the dean of the school, college, or division.

<https://catalog.qu.edu/academics/grading-system/>

When requesting an incomplete grade, it is important to remember:

- Incompletes are granted at the discretion of the professor. Professors have the right to deny a request for incomplete.
- Professors may not be available during winter/summer breaks for assistance or may not be teaching on campus the following semester. It is the responsibility of the student to arrange with their professor how and who to communicate with after the semester has ended.
- Students are responsible for their own course materials when resolving an incomplete. Make sure to consider any end dates for online subscriptions or rented textbooks.
- If the course utilizes Blackboard, it is the responsibility of the student to communicate with the professor to arrange access.
- The professor will have to notify the Registrar in writing of a grade change. It is the responsibility of the student to follow up with the professor.
- Academic Specialists in The Learning Commons and ADA/504 Coordinators in the Office of Student Accessibility are available to provide support for students as they resolve incomplete grades. However, peer tutoring, peer fellows and other resources may not be available after the original course has ended.
- Thirty days following the close of the semester, the Registrar will change all remaining grades of “I” to “F”.

The Learning Commons highly encourages students to resolve incomplete grades as soon as possible. The longer students wait, the more removed they are from the course content and the more likely it is that the waiting student will not resolve the grade by the Registrar’s deadline.

Incomplete Grade Planning Guide

Student Name:	Student ID:
Course Title:	Course Code and Section:
Professor Name:	Professor Email:
Department Chair:	Department Chair Email:
Agreed upon date of course completion:	Grade if work is not completed:
Materials needed to complete the course (texts, Blackboard, subscriptions):	
Remaining coursework: <i>Provide detail on each assignment, when it is due and how it is to be turned in.</i>	
Other information or requirements:	