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## Policy Name

15.4230 Incomplete Grade Policy

## Purpose and Scope

This policy defines the Incomplete ('I') grade process and requirements for Alvernia University ("AU"). The policy is intended to ensure all AU students have the ability to request an incomplete due to extenuating circumstances. This policy:

- Defines roles and responsibilities with respect to assigning Incomplete grades.
- Outlines the procedure for requesting and resolving Incomplete grades.

This policy applies to all AU students and its scope includes students enrolled in AU programs at the undergraduate and graduate levels.

## Responsibilities

Title or Role	Definition and What They are Responsible For
<b>Senior Vice President of Academic Affairs and Provost</b>	Maintains and enforces this policy. Receives exceptions to the policy.
<b>Senior Leadership Team</b>	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

The 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 because of illness or other valid, extenuating circumstance. It is at the discretion of the faculty member teaching the course, in consultation with the student, to determine whether an Incomplete grade may be issued. As a general practice, students may only request an incomplete grade once three-quarters of the course has been completed. If the student must exit the course earlier in the semester, the student should consider a course withdrawal. An Incomplete grade is not intended to replace a medical withdrawal, or any regular withdrawal, and should not to be assigned when a course withdrawal is more appropriate. Incomplete grade(s) must be completed before the end of the next subsequent regular semester (i.e., Fall or Spring semester) of attendance. Faculty may lessen the amount of time allocated to resolve the Incomplete grade; in this case, the faculty member will inform the student, college dean, and registrar of the new deadline. Students may not register for the same course if they have an outstanding Incomplete grade in the course from a previous term.

Failure to complete the necessary work within the time limit will result in the "I" designator 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 college dean. The faculty member will determine the length of the extension. If the faculty member 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 department chair over the course to determine how the course work may be completed to award a grade or to 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. 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 will not be awarded their degree with an Incomplete grade on their transcript.

## Procedure

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.
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. The instructor and student will submit a completed Incomplete Grade Agreement to the Registrar's Office. The form must be submitted to the Registrar's Office by the end of the final exam period to have the incomplete posted.
5. 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.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

This policy should be reviewed on a five-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

## References and Related Policies

### Related Policies

N/A

## Exhibits

[Policy and Procedure Exception Form](#)

[Incomplete Grade Agreement](#)

## Document Review Log

Date Reviewed	Description of Changes
7/19/2023	Initial draft
3/11/2024	Sent to Provost Office for review
05/09/2024	SLT Approved