

Motion to revise I policy

Approved by Admissions & Standards 10/26/16

Approved by Senate Executive Committee & presented to University Senate as information item
2/17/17

Effective immediately

Section 1470 of the Associate-Level and Bachelor-Level Undergraduate Catalog is modified as follows:

Additions	Deletions
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1470 No I Requirement

No student may graduate with a grade of “I” (Incomplete) on his or her record **for that degree program**. All permanent grades for incomplete grades and grade changes for previous semesters should be received in the Office of the Registrar, Academic Records, in writing at least one week prior to the end of classes for the term. It is the student’s responsibility to see to it that incomplete grades are properly recorded in the appropriate offices by this deadline.

Rationale: The phrase “for that degree program” was added to the catalog in 2013 to clarify the policy after it was found that at least one college was interpreting the policy to mean that students could not graduate with an incomplete on their record, whether or not the incomplete was for a course counting towards their degree program. However, there is no record of this change having been approved through Admissions & Standards at the time.

(Note: It is not an issue if the incomplete grade is changed after degree conferral. The GPA stats are frozen at the time of conferral for the degree conferred. This appears on the transcript. If the student is pursuing another degree, the institutional GPA is updated as appropriate but the GPA for the degree conferred remains the same.)