



Policy AC020: Incomplete Grade

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

To establish parameters for the issuance and management of Incomplete grades.

B. Definition(s)

Not Applicable.

C. 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 reason. 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, academic 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 academic 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 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. Rare exceptions must be approved by the registrar.

D. Procedure(s)

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. 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.

E. Related policies

Course Withdrawal Policy (AC046)

Grading Policy (AC019)

Graduation Requirements Policy (AC028)

Repeating a Course Policy (AC032)

University Withdrawal Policy (AC035)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.