



California University of Pennsylvania

POLICY: Incomplete Grades

A. Purpose & Scope:

The purpose of this policy is to describe the process and procedure for awarding a grade of Incomplete (I) and subsequent assigning of a final course grade.

B. Definition(s):

Professor: Any instructor at the college or university level

C. Policy:

A professor may assign a grade of “I” when convinced the student is capable of completing all work expected in the course within the time frame allotted, not to exceed one year. At the request of the student, faculty members may assign the grade of “I” when appropriate explanation and documentation are provided. Assigning a grade of “I” is at the discretion of the professor.

Faculty may not unilaterally assign an “I” grade.

D. Procedures(s):

The student is responsible for contacting the professor regarding arrangements that should be made to complete the work for the course within the allotted period. The students **DO NOT** register for the course again. However, graduating seniors must resolve their grades of “I” by the last day of classes in the term in which they intend to graduate. Otherwise, all grades of “I” immediately become grades of “IF”, and grade point average and or graduation status may be negatively affected.

If the required work is not completed within the allotted time frame, the grade of “I” converts to a grade of “IF” on the transcript. This conversion occurs whether the student is or is not enrolled in the university during the allotted time frame. Then the grade of “IF” is included in the computation of the student’s grade point average as a grade of “F” with zero quality points assigned.

The work a student must do to complete requirements to change the grade of “I” to an earned letter grade does not count toward full- or part-time enrollment status. Students needing an extension of time to complete the work must obtain approval from the dean of the college from which the course is taken, with the prior approval of the course instructor and department chairperson.

After the grade of “I” is assigned and the required work has been completed, the professor submits a “Change of Grade” form to the Academic Records Office.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: August 15, 2010

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