

## **Policy and Procedure for "Incomplete" Grades**

### **College of Arts and Sciences, University of Texas at Tyler**

#### Assignment of "I" Grade:

An Incomplete is assigned when a student, who has satisfactorily completed a significant portion of the requirements for a course, has a serious and verifiable reason (e.g., injury or illness, family crisis or death, work reassignment, etc.) for not attending and completing a course. Incompletes should not be assigned when a student, absent any serious and verifiable reason, has excessive absences, has failed to complete assignments in the class, has failed to take an exam or final exam, or has missed a significant portion of the course. Incompletes are not assigned to avoid giving a failing grade.

It is the student's responsibility to request an Incomplete from the instructor prior to the last class session or the final examination period.

#### Procedure

If an "I" grade is assigned, it is the responsibility of the student to see the instructor as soon as possible and no later than the first week of the next semester (including summer) to get a clear understanding of what must be completed to fulfill the requirements for a grade change.

Once the faculty member and student have agreed on completion requirements, the faculty member must fill out an "Incomplete Grade Contract" ("I" contract). The "I" contract must include: course number and section, semester "I" grade was assigned, requirements for completion of course, deadline by which assignments are due, signature of faculty member and student. A copy of the agreement must be given to the student. A copy is also submitted to the department chair and to the Dean's office. A copy of the form should be placed in the student's departmental file.

#### University Policy

Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeroes to the unfinished work, compute the course grade, and assign the appropriate grade by submitting a grade change before the one-year deadline. If no grade has been assigned within one year, then the incomplete will be converted to an "F."