Catalog Policy Change – graduate, under

Incompletes

Law School Student Handbook, page 46:

An incomplete grade (I) is given when a student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work. In order to receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The petition must be approved by the Associate Dean for Academic Affairs before the Incomplete is granted. Grades of I (incomplete) are automatically changed to F at the deadline set in the University Calendar.

 It is the student’s responsibility to complete all required course work and to have it submitted to the professor with sufficient time for the professor to comply with the deadlines below. The “I” grade will be changed to an “F” grade if a grade change form is not submitted to the Records Office by the following schedule:

 Fall Semester: February 1 Spring Semester: July 1 Summer Semester: October 1

Recommendation: Clarify who enters the I grade in the roster. Note that the Law School has an attendance policy, which the other schools do not, and there’s been no confusion in SL around I use. SL should decide if there’s a change or no change.

Undergraduate Catalog, page 42:

I: incomplete—given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. For an I to be given, a petition, initiated and signed by the student and signed by the instructor, and the appropriate dean, must be filed with the registrar before term grades are due. The assistant dean who oversees advising submits the petition to the registrar and enters the I grade on the grade roster, alerting the professor when this is done. When the student completes the assignment, the faculty member assesses the work and submits a change of grade form to the registrar. The I grade will be changed to an F if a grade change form is not submitted by the instructor to the Office of Records and Registration according to the following schedule: If the grade I was earned in the fall semester, the grade change form must be submitted by May 1. If the grade I was earned in the spring semester or summer session, the grade change form must be submitted by Dec. 1. Faculty members assign the due date for the incomplete work.

 A graduating student must remove an I grade within 60 calendar days after the last day of the student’s last semester; otherwise, the student’s graduation application will be withdrawn at that time and another application must be submitted for the following semester.

An incomplete grade will not be considered prior to the official withdrawal deadline of each semester. After this date, an incomplete may be granted at the discretion of the instructor and the appropriate dean’s office based on an unanticipated extenuating circumstance.

*Graduate Catalog, page 34: same language as undergraduate catalog; keep them the same language in both catalogs*