

## New "I to F" Grading Policy for Undergraduate Courses Effective Fall Term 2006

The new "I to F" policy affects all faculty and students beginning Fall 2006. The policy affects undergraduate courses only. It is imperative for faculty to fully understand how the policy will affect a student's GPA, to advise students of the policy, and to appropriately assign an Incomplete grade with full knowledge of the repercussions.

The policy has changed in two important ways:

- A. "Failure to make up an Incomplete in an undergraduate course by the end of one calendar year will result in the mark of I automatically changing to a grade of F or NP, depending on the grading option chosen by the student at registration. The instructor, department chair, or dean may set earlier deadlines."**

Under this policy, faculty will have one additional term past the calendar year to allow adequate time to submit the supplementary grade report, and for the grade to be posted by the Office of Admissions, Registration & Records. Therefore, a grade of I will not officially change to an F or NP on the transcript until the fifth term after the original grade was posted.

- B. "For graduating students, Incompletes in undergraduate courses awarded Fall Term 2006 or later will be automatically changed to a grade of F or NP prior to conferral of the degree. The faculty of record must file supplemental grade changes no later than thirty days after the degree is awarded. Grades of F or NP will remain on the academic record after the degree is awarded, and cannot be removed."**

The Faculty Senate approved these changes to the Incomplete policy on June 5, 2006, as proposed by the Scholastic Standards Committee. The complete policy statement is provided on Page 2 of the Notice. The criteria for assigning an Incomplete grade remain the same.

## **Incomplete Grading Policy As Stated in the 2006-7 Bulletin/Catalog**

**Incompletes.** A student may be assigned a mark of I by an instructor when all of the following four criteria apply:

1. Quality of work in the course up to that point is C- level or above.
2. Essential work remains to be done. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
3. Reasons for assigning an I must be acceptable to the instructor. The student does not have the right to demand an I. The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation.
4. Consultation must have occurred and a formal agreement must be reached between instructor and student.

A written record of the remaining work and its completion date should be kept by both instructor and student. The instructor may specify the highest grade that may be earned. This should not exceed the level of achievement displayed during the normal course period.

The deadline for completion of an Incomplete can be no longer than one year. The instructor may set a shorter deadline which shall be binding. An agreement to a longer period must be by petition to the Scholastic Standards Committee.

**Failure to make up the Incomplete in an undergraduate course by the end of one calendar year will result in the mark of I automatically changing to a grade of F or NP, depending on the grading option chosen by the student at registration. The instructor, department chair, or dean may set earlier deadlines.**

**For graduating students, Incompletes in undergraduate courses awarded Fall Term 2006 or later will be automatically changed to a grade of F or NP prior to conferral of the degree. The faculty of record must file supplemental grade changes no later than thirty days after the degree is awarded. Grades of F or NP will remain on the academic record after the degree is awarded, and cannot be removed.\***

\*In cases when a student's inability to complete the work by the deadline is due to extraordinary circumstances such as catastrophic injury or illness, petition may be made to the Scholastic Standards Committee, which will review the case to determine appropriate action.

**GUIDELINES AND CRITERIA FOR ASSIGNING AN INCOMPLETE**  
(PSU Bulletin 2006-07, page 52)

A student may be assigned an "I" grade by an instructor **when all of the following four criteria apply:**

1. Quality of work in the course up to that point is "C-" level or above.
2. Essential work remains to be done. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
3. Reasons for assigning an "I" must be acceptable to the instructor. The student does not have the right to demand an "I". The circumstances must be unforeseen, or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation.
4. Consultation must have occurred, and a formal agreement must be reached between instructor and student.

The deadline for completion of an Incomplete can be no longer than one year. The instructor may set a shorter deadline, which shall be binding. An agreement to a longer period must be by petition to the Scholastic Standards Committee.

**Failure to make up the Incomplete in an undergraduate course by the end of one calendar year will result in the mark of "I" automatically changing to a grade of "F" or "NP", depending on the grading option chosen by the student at registration. The instructor, department chair, or dean may set earlier deadlines.**

**For graduating students, Incompletes in undergraduate courses awarded Fall Term 2006 or later will be automatically changed to a grade of "F" or "NP" prior to conferral of the degree. The faculty of record must file supplemental grade changes no later than thirty days after the degree is awarded. Grades of "F" or "NP" will remain on the academic record after the degree is awarded and cannot be removed.**

**CONTRACT BETWEEN STUDENT AND INSTRUCTOR FOR GIVING AN INCOMPLETE**

Due to student unforeseen circumstances, which are acceptable to the instructor, \_\_\_\_\_ will complete the following assignment(s)/exam by the stated deadline for the following course:

\_\_\_\_\_ CRN: \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Assignment(s)/Exam	Deadline to turn in to Instructor	Highest grade that can be earned on this assignment/exam

The work of this student to date is at "C-" level or above, and I have agreed to the above contract.

\_\_\_\_\_  
(Instructor's Signature)                      (Instructor's Printed Name)                      (Date)

I agree to complete the assignments above and turn them in to the instructor by the date indicated. I understand that if I fail to complete the assignments by the agreed-upon date, the "I" will change to an "F" on my transcripts.

\_\_\_\_\_  
(Student's Signature)                      (Student's Printed Name)                      (Date)

\_\_\_\_\_  
(Student's ID number)

**Original to Instructor / Copy to Student**