

# Graduate Policy: Incompletes

## General Academic Proposal/Policy Cover Sheet

### General Catalog Information

## \*\* Read before you begin\*\*

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic\* **Graduate Policy: Incompletes**

Are you  
Proposing:\*

#### Activity Log

**Jeannine Perry**  
**Change academic policy or regulations .**

- ☐ New academic policy or regulations .
- ☒ Change academic policy or regulations .
- ☐ Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy\* **Incomplete. The grade of "I" indicates that because of illness or for good reason, the work of the semester has not been completed.**

- The awarding of a grade of "I" requires an understanding between the instructor and student as to when and how the course will be completed.**
- A graduate student with six or more hours of incompletes will not be allowed to enroll in any additional graduate courses.**
- An "I" becomes an "F" unless the work is completed and the instructor assigns a course grade by the last day of classes of the subsequent regular semester as published in the University calendar (i. e times indicated below.; an incomplete awarded in the fall Fall semester must be removed by the last day: two weeks prior to end of classes in the spring; and an incomplete**

awarded in the spring or summer semesters must be removed by the last graduate classes

Spring semester: first day of fall graduate classes in the fall): The awarding

Summer term sessions: two weeks prior to end of a grade of “F” requires an understanding between the instructor and student as to when and how the course will be completed: fall graduate classes

An extension of the time limit is possible, but must be requested through the Incomplete Extension form , prior to the expiration date stated above, and approved by the instructor and the Dean of the College of Graduate& Professional Studies: A graduate student with six or more hours of incompletes will not be allowed to enroll in any additional graduate courses.

Hierarchy Owner\*

Activity Log

Jeannine Perry  
Longwood University

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal\*

Deadline to remove incomplete is too late in the semester (currently work has to be done by the end of the semester). This can result in missing a student for academic action when final grades are calculated and it does not allow the student or the faculty sufficient time to complete the required work before the end of the term. Undergraduates need to clear incompletes by the middle of the next semester. We would like to clear graduate incompletes two or three weeks before the end of the semester.

In addition, the current policy allows spring incompletes to carry over to end of fall. Given that most graduate students complete summer coursework, this can cause issues with academic action, allowing a student to progress in the program (they are not allowed to carry more than 6 credits of I, and excessive work due to course overlap. Summer semester issues

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an

The graduate incomplete grading policy was rearranged and formatted to increase clarity. The current block of text is too difficult to navigate. The due dates for incompletes were moved to allow sufficient time for faculty grading and processing by the registrar's office before end of term. A due date for incompletes received in spring was added within the scope of

existing policy\*

faculty contract time.

**RATIONALE**

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed\*

Moving the due date for graduate level incomplete courses to two weeks prior to the end of the following term (for fall and summer) and the first day of fall graduate courses (for spring) provides sufficient for students to complete their work, while allowing additional processing time for the institution. Faculty are on contract two weeks prior to courses beginning, so the spring due date for incompletes was set for the first day of fall courses.