

## William Paterson University Policy Academic Policy

<b>SUBJECT:</b>	Grade issued for an incomplete course.	<b>TITLE:</b>	Incomplete Grades		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Provost and Senior Vice President for Academic Affairs		<b>Responsible Office:</b>	Office of the Provost	
<b>CODING:</b>	02-20-01-	<b>ADOPTED:</b>	5/2/2024	<b>AMENDED: [date amended]</b>	

**LAST REVIEWED:**

### PURPOSE

This policy describes the issuance and resolution of incomplete grades when, due to extenuating circumstances, a student is unable to complete all course requirements.

### ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

### POLICY

Grades of Incomplete (IN) may be assigned when the student is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester due to extenuating circumstances.

Work relating to course grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week following the last day of classes for the term (for semester long classes) or part of term (for ½ semester or shorter classes) in which the grade was issued. Grades of IN will convert to F grades after the fourth week following the last day of the course for which the grade was issued if the faculty member does not issue a change of grade or an extension.

### PROCEDURE

Students may ask their faculty for an incomplete grade when extenuating circumstances prevent them from completing a small portion of graded assignments prior to the end of a course. Faculty should consider granting an IN only when the amount of incomplete work is limited (such as, one or two assignments/exams that can reasonably be completed within 4 weeks).

Incomplete grades may be assigned only with an agreement of mutual understanding between the faculty member and the student. Faculty complete an Incomplete Grade contract explaining the work to be completed and due dates; after the student signs, a copy will be shared with the department. A fillable contract allowing for electronic signature will be available on WP Connect; a sample is attached to this policy.

Faculty may extend the time to completion of an Incomplete Grade by submitting a change of grade from IN to IE; the IE grade allows an additional 4 weeks before the grade changes to an F.

Courses graded with an IN or an IE are not included in the GPA calculation until a faculty member has submitted a grade change or when the grade converts to an F.

## Sample Incomplete Grade Contract

After discussing the need for an incomplete grade with their faculty member, and after the faculty member has agreed to issue an incomplete, a student fills in the first portion of this form:

Student Name:

Student ID#:

Student Email:

Faculty Name:

Faculty Email:

Course Name:

Course #:

Section #:

Semester:

Reason for Incomplete:

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The Faculty member fills in this section:

Work to be completed:

Due dates if different from 4 weeks after the end of course:

Faculty Signature:

Date:

Student Signature:

Date: