SHRS Incomplete and G Grade Policy
Updated 11/2017

An “I” Incomplete grade should only be assigned by the faculty member for incomplete class work due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars.

An “I” grade differs from a “G” grade as a “G” grade should only be issued for Class work unfinished because of extenuating personal circumstances. (i.e. medical issue, family situation)

When given a "G" grade, the student should be instructed to complete some clearly defined work (e.g. a final examination paper) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. A student should not request or be given a "G" grade if, in actuality, they need to repeat the course. Once the deadline has passed, a "G" grade will remain on the students record and they will be required to register for the class again, if the class is needed to fulfill requirements for graduation.

- If you are issuing a G grade for a medical reason, a copy of a Dr.’s note should be attached to the form, when it is turned into student services

All incomplete grades are expected to be completed no later than the end of the next consecutive semester. It is the responsibility of the instructor to clearly state to the student the expected due date and follow up with them to make sure the work is completed by the deadline, or issue a grade change to a failing grade.

- If the incomplete grade is given in the spring, it is expected to be completed by the end of the whole summer term in August.

Action required by the student and faculty members:

- The form for an Incomplete or G grade is to be completed by the student, instructor and advisor.

- A copy of this form will need to be submitted to Student Services, no later than the end of the add/drop period for the following term. (Summer – Add/Drop Deadline is for the whole summer term)

- Updated Wording on form: These two conditions will cause a student to receive a failing grade from the instructor: (1) the student fails to submit this form to Student Services before the end of the add/drop period of the following term. (2) the student fails to complete the work for the incomplete by the end of the next consecutive semester or the one-year deadline for the G grade.

Student Services, will be following up on any incompletes or G grades that are not changed within the expected timeframe at the end of every term.