

SHRS Incomplete and G Grade Policy Updated 3/2018

An "I" Incomplete grade should only be given to a graduate student 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. **The I grade is no longer available for Undergraduate Students.**

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.

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 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.

New Policy for G Grades:

Once the deadline has passed, the G grade will automatically change to NG and will no longer appear as "in progress" on a student record. The NG grade will remain on the record and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation.

Any existing G grades held by active students (regardless of age) will not revert to NG until the end of the Summer term of this academic year (i.e., August of 2018).

- All new G grades posted will follow the new [POLICY 09-01-05](#).

Action required by the student and faculty:

- The forms for an Incomplete (graduate students only) or G grade is to be completed and signed by the student, instructor and advisor and **turned in by the student or instructor 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)**

These two conditions will cause a student to receive a failing grade from the instructor or receive an NG Grade automatically from the PS System:

- The student/instructor fails to submit the forms to Student Services before the end of the add/drop period of the following term.
- 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.