

Incomplete Grades (I)

Absence From a Final Examination

A student who does not appear for a scheduled final examination shall receive a failing grade of "F" in the course unless an application for a temporary grade of incomplete ("I" grade) is timely approved by the Vice Chancellor for Academic Affairs. The temporary grade of incomplete is available for only the strongest of reasons, such as serious illness or death in the immediate family, serious personal illness, hospitalization, subpoenaed absence, or military duty.

A student who does not appear for a scheduled final examination, or who knows that he/she will be unable to appear for a final examination, shall follow the procedure below:

1. The student must make a formal request to the Vice Chancellor for Academic Affairs to receive an "I" grade. The request must include the student's "S" number and email address. Documentation to support the reason for the absence must accompany the request. Documentation from a doctor must be on his/her letterhead and signed by him/her and must state that because of illness or injury the student is unable to take his/her examination and the applicable dates.
2. The Vice Chancellor for Academic Affairs will notify the student that his/her request has been approved or denied. He will also notify the Director of Records and Registration, who will notify the affected professors.
3. Students shall not contact professors to schedule makeup examinations. The Vice Chancellor for Academic Affairs will consult with professors and arrange for the examinations to be administered. Students who receive accommodations must contact the Vice Chancellor of Academic Support.
4. Students who receive "I" grades in the spring semester, must take make-up examinations no later than the last scheduled examination date in the summer session following the spring semester in which he/she received "I" grades.
5. "I" grades received in the fall semester, must be taken and graded within six weeks after the start of the next regular semester.
6. Two weeks after completing the make-up examination, and allowing some time for the examining professor to grade the examination, the student must check his/her transcript on Banner to verify that the "I" grade has been changed to a letter grade.
7. Absent extraordinary circumstances, should a student fail to timely complete a makeup examination, the temporary incomplete grade will be converted into a grade of "F."

Failure to Complete a Final Examination

Students who appear for an examination but who are unable to complete the examination due to serious personal illness must contact one of the Vice Chancellors to be excused from the examination. Students excused from an examination shall follow the procedure above to receive and remove a temporary grade of "I" in the course.

The Responsibility for administration and periodic review of this policy lies with the Vice Chancellor for Academic Affairs.

Policy effective: November 19, 2014