

Lawrence Technological University
College of Arts and Sciences – Office of the Dean

EXPLANATION OF INCOMPLETE (“I”) GRADE
and
INSTRUCTOR/STUDENT AGREEMENT

COLLEGE OF ARTS AND SCIENCES “I” POLICY

A student is only eligible for an “I” grade if he/she:

- a) was doing passing work at the time attendance was interrupted,
- b) had completed the majority of the required coursework*,
- c) was unable to complete coursework due to circumstances beyond his/her control (serious illness, injury, etc.),
- d) had explicitly requested and was approved for an incomplete grade from the instructor (that is, the “I” is NOT to be instructor-initiated), and
- e) had worked out a detailed plan with the instructor in advance on how and when the remaining work would be completed. **

* Please do not issue the “I” to students who miss the final exam and do not contact you. You should inform your students about your policy for missed final exams.

** Short-term exceptions are allowed if the student was hospitalized or otherwise incapacitated or inaccessible at the time of grade submission. However, the instructor should not enter the “I” grade unless there had been some prior communication with the student or his/her authorized advocate (parent, dean of students, etc.).

Completion: An “I” grade does NOT constitute permission to re-take the class. Unless specifically approved, the student is expected to complete the missing work independently rather than waiting for an opportunity to sit in on a section of the course in a later semester. The Explanation of Incomplete Grade form is to be used to record the terms of completion and all applicable deadlines. It is essential all parties have the same understanding of what is expected from the outset. Although the maximum allowable time for making up incomplete work is one calendar year, the instructor should designate a time frame appropriate for the work to be completed, which may be considerably less than one year. In all cases, faculty must change “I” grade to a grade other than “I” or “W” **no later than one calendar year following the end of the semester.**

NOTE: This form must be completed and given to the Dean’s Office when grades are submitted. One copy should be retained by the instructor with a second copy provided to the student.

Proceed to next page to fill in student/course data and sign the agreement for “I” grade being assigned.

