

Incomplete Grades Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

Purpose:

This policy is to describe the process and procedure for awarding an incomplete grade.

Policy:

Incomplete grades are not given unless a student has been in attendance throughout a semester or session. It indicates the work of a student is incomplete and the final grade is being withheld until the student fulfills all the requirements of the course. Incomplete grades are used only when conditions and circumstances warrant and when evidence is presented to justify its being given.

Students receiving incomplete grades are required to make arrangements with the instructor who submitted the incomplete grade to fulfill the requirements of the course by the end of the following semester, or the incomplete becomes a failing grade. Incompletes are not removed by repeating the course.

Procedures:

- a. If an incomplete grade is awarded, the student will have until the end of the following semester to complete the work for the course.
- b. Once a student has completed the requirements for the course, the instructor should submit a 'Grade Change' form to the Office of the Registrar.