
Long Island University - Brooklyn Campus
School of Business, Public Administration and Information Sciences
1 University Plaza, Brooklyn, NY 11201-5372
Phone: (718) 488-1130
Fax: (718) 488-1125

14.0 UNDERGRADUATE INCOMPLETE GRADE POLICY

The School of Business, Public Administration and Information Sciences adheres to the Long Island University Brooklyn Campus policy on INCOMPLETE GRADES as stated in the Undergraduate Bulletin 2000-2002 on page 26. The rationale for this policy is to eliminate the misuse of the grade and implement a process to help with the conformance to the policy.

14.1 INC (Incomplete) Grade

The Incomplete grade is denoted by the symbol INC. The symbol INC may be assigned if, for reasons acceptable to the instructor, a student has failed to complete a part of the required course work. An INC is only given at the discretion of the faculty member.

If the course is completed within the next academic semester, the instructor who taught the course should complete and sign the *Change of Grade Form* for the student from INC to whatever earned letter grade. The form should be submitted to the department secretary for the department chair and the dean signatures in this order. If an instructor does not sign the form, the signature of the Vice President of Academic Affairs is required.

Upon successful completion of the course, the INC and the final grade will appear on the student's permanent record, that is, the satisfactory completion of the course does not eliminate the original "Incomplete" designation. The grade on the student's transcript will be recorded as an "I" followed by the letter grade earned. This is a university policy.

14.2 Failure to Complete the Course Within the Grace Period

As stated above, a grace period of one semester is given to the student to complete the course requirements under the initial instructor's supervision. If a student receives an INC in the spring semester, the grace period will extend to the end of the next fall semester. However, if a student receives an INC in the fall semester, the grace period will extend to the end of the next spring semester.

14.2.1 For undergraduate students, an INC that is not made up during the next semester automatically becomes an IF.

14.2.2 An IF grade cannot be changed and remains permanently on the student's transcript. To satisfy the course requirements, the student must repeat the course with the Dean's approval. Repeating a course means that the student has to register for the course and pay tuition for the corresponding credits. Auditing the course is not an option. If a student, with permission of his/her dean, satisfactorily completes the course on the second attempt, the

new grade for the course is computed in the student's GPA. The first grade IF, however, will remain in the student's transcript but it is not counted towards the student's GPA.

14.3 The Implementation Process

Given the many conceptions that students and faculty members hold on INC grades, the implementation process is designed to facilitate the adoption of the policy. The following steps are mandatory:

14.3.1 The *Incomplete Grade Form* (IGF) is to be completed whenever an instructor assigns an INC. If the request has originated from a student, then the section *Reasons For Incomplete* must be completed by the student. Otherwise, it should remain empty. Based on the instructor's grading criteria for the course, he/she either approves or denies the request for an INC. In case of an approval or an instructor's decision to give an INC, the instructor is expected to explicitly outline the work to be done, its weight in computing the student's grade, and the projected completion date of no more than a semester. Furthermore, it is essential to record the current grade of the student without the work to be completed.

14.3.2 All completed IGFs are to be delivered to the department secretary when departmental grade rosters are due at the end of each semester. These IGFs will be filed in students' files with the Academic Advisement Unit of the school.

14.3.3 A student receiving an INC must be given a copy of the IGF if the student originated the request. In all other circumstances, the student can get a copy of the IGF from the advisement secretary.

Conformance measures will be compiled and shared with individual departments and programs.