
LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS

SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND
INFORMATION SCIENCES

1 UNIVERSITY PLAZA, BROOKLYN, NEW YORK 11201-5372

PHONE (718) 488-1130

(718) 488-1125

16.0 Graduate Student Incomplete Grades

The School of Business, Public Administration and Information Sciences adheres to the Long Island University Brooklyn Campus policy on Incomplete (INC) grades as stated in the Graduate Bulletins 2002-2004 on page 10. The intent of this policy is to encourage and facilitate the timely completion of course requirements.

16.1 INC (Incomplete) Grade

The bulk of INC grades come from the traditional 3-credit courses. In these courses, an INC may be assigned if, for reason(s) 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 and shall not be used as a substitute for a failing grade.

If the course requirements are completed within a year, 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 the instructor's signature is not available, 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 I followed by the letter grade earned.

16.2 The One-Year Limit on INC (Incomplete) Grades

For an INC, a graduate student is given a year to complete all course requirements under the initial instructor's supervision.

16.2.1 An INC that is not made up within the one-year time period remains as-is in the student's record and cannot be changed. That is, the denotation of INC for the course remains indefinitely on the student's transcripts.

16.2.2 To fulfill the course requirements for a degree, the student must repeat the course with the Dean's approval by registering and paying again for the course 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.

16.3 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. Given the success of *policy 13* (Undergraduate Incomplete Grade Policy), we adopt similar mandatory steps:

16.3.1 The *Graduate Incomplete Grade Form* (GIGF) is to be completed whenever an instructor assigns an INC in a graduate course. The instructor is expected to explicitly outline the work to be done and the projected completion date. Although students have technically a year to complete the course work, the instructor is encouraged to narrow the timeline to no more than one semester. This should help students avoid the adverse effects of INCs on their academic standing. Also, it is expected that the instructor provide the earned grade at the end of the semester. Such a grade may be derived by assigning the missing work 0 if the grading scheme calls for this option.

16.3.2 All GIGFs are to be filed with the department secretary when departmental grade rosters are due at the end of each semester, including summer semesters. These GIGFs will be part of the students' records and communicated to students.

13.3.3 A student who receives an INC shall automatically receive a copy of the GIGF.

If a student fails to complete the course work by the projected completion date, the instructor may use his/her discretion to extend the deadline or file for change of grade from INC to whatever letter grade was earned in class. The latter is extremely helpful for those students who have passing grades but failed to submit a project or a term paper for a potentially higher grade.

