

## Incomplete Grades Policy

Use of the grade of Incomplete “I” should be rare and limited to only those circumstances where, due to verifiable and lengthy interruptions beyond the student’s control, s/he could not complete the required course work by the end of the semester. Examples might include tragedies such as the loss of a home, loss of a job, or comparable life disruption. Health-related interruptions might warrant being treated as a separate kind of issue and students confronting a particularly severe malady should be counseled to seek a medical withdrawal: <http://reg.wayne.edu/pdf-forms/medical.pdf>

All instructors of record thinking of issuing an incomplete in situations when they are uncertain about whether or not they will be teaching the subsequent two semesters—whether for research leaves, sabbaticals, or other reasons—should *not* give incompletes without prior consultations with their chairs.

**In those rare instances in which a grade of incomplete is warranted, the following University policies apply.**

- Incomplete grades may only be assigned if:
  - The student is passing the course based on the work already submitted;
  - The remainder of the work can be completed without the student needing to attend the same course in a future semester
- *Incomplete grades convert to an “F” if a replacement grade has not been submitted within 12 months of the end of the original semester.* Accordingly, students **must** submit the completed work at least three weeks **before** the twelve-month window has closed to allow sufficient time for the work to be graded and a course grade to be assigned.
  - However, if a student plans to finish an incomplete in the semester in which s/he intends to graduate, that course work **must** be completed and the new course grade entered in her/his transcript by the eighth week of that semester.
- The faculty member and student **must** complete a “Contract for Completion of Incomplete Coursework” (<http://reg.wayne.edu/pdf-forms/incomplete.pdf>).
- If a student decides, after receiving an “I,” that he/she wishes to re-take the course, then:
  - The student must register for the course and pay the tuition BEFORE the end of the twelve-month window;
  - When the student enrolls for that course, the previous section for which the “I” was given will automatically be changed to a “WP” by the Registrar;
  - If the student waits until AFTER the end of the twelve-month window and the “I” becomes an “F,” upon registering and paying the tuition for the new class, the first one will be coded as having been repeated. While the “F” will remain on the transcript, it will not be counted toward the student’s cumulative grade-point average.