

## Office of Teacher Education

### Process for Assigning the Grade of "I" (Incomplete)

Instructors have the discretion of awarding a grade of "I" (Incomplete) when a student has completed most of the semester's work satisfactorily but is unable to finish due to circumstances beyond his/her control. Prior to awarding a grade of "I", the instructor should talk with the student so that both parties have a clear understanding of what the student must do to complete the course and have the Incomplete removed. The details of this understanding should be recorded on the form: *Awarding a Grade of Incomplete*.

The student has one calendar year to complete the requirements to remove an Incomplete. NOTE: ***The student should NOT register for the course again.*** After one year, the "I" changes automatically to "F" if no removal of incomplete form has been processed. An "I" may also be extended indefinitely, but such an extension requires authorization by the dean (or his/her designate)

The instructor must submit a complete copy of the *Awarding a Grade of Incomplete (I)* form to the office of the department offering the course within one week of submitting the grade of "I". The name of the course coordinator is requested when the instructor is not a regular faculty member. If the instructor will not be at IUB for the entire calendar year subsequent to assigning the "I", arrangements should be made with the coordinator of the department for monitoring removal of the Incomplete.

When the student has successfully completed the requirements of the course, the instructor should complete a Removal of Incomplete. This is done by the instructor initiating an eGrade Change in One.IU. If the instructor of record is no longer with the University, the e-grade Change may be initiated by the Office of Teacher Education Assistant Dean. For more information about removing an Incomplete in an undergraduate course contact Jessica Duke, [jesduke@indiana.edu](mailto:jesduke@indiana.edu) or 856-8527.

## Office of Teacher Education

### Awarding a Grade of Incomplete (I)

#### Directions for Instructors:

Complete the form below whenever you award a grade of "I". Give a copy to the student, keep a copy for yourself, and submit a copy to your department office, where it will be kept on file. The student is allowed one calendar year to complete the requirements to remove the "I". It is important to have a record of the requirements to remove the "I" on file in case the instructor of record has left the university when the requirements are completed. The department will be able to remove the "I" for the student.

When the student has completed all requirements to remove the "I", submit an **eGrade Change in One.IU**. Questions about the eGrade change form can be directed to the department manager or Jessica Duke for undergraduate courses [jesduke@indiana.edu](mailto:jesduke@indiana.edu) or 856-8527.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Course# \_\_\_\_\_ Section# \_\_\_\_\_ Semester/year \_\_\_\_\_

Why is the grade of "I" being awarded?

Requirements for successful completion of the course, including deadline(s)

Instructor Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Department \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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