

OFFICE OF TEACHER EDUCATION

PROCESS FOR AWARDING THE GRADE OF “I” (INCOMPLETE)

Instructors have the discretion of awarding a grade of “Incomplete” (I) when a student has completed most of a semester’s work satisfactorily but is unable to finish due to circumstances beyond the 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 spelled out on the form entitled *Awarding a Grade of Incomplete (I)*.

NOTE: The student should NOT register for the course again.

The deadline for completing the course requirements should be negotiated between the student and the instructor, and noted on the “I” form. The maximum time allowed is one calendar year, but instructors may require work to be completed in any time frame, up to one year. 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, upon request of the instructor, but such an extension also requires authorization by the dean (or his/her designate).

The instructor must submit a completed 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 or the department for monitoring removal of the incomplete.

When the student has successfully completed the requirements of the course, the instructor (or his/her designate) should submit a *Removal of Incomplete* form (available from all department secretaries) to the Office of Teacher Education, Room 1000. The Office of Teacher Education processes the form and forwards it to the University Registrar, so that the student’s official transcript can be updated. NOTE: The Office of Teacher Education will NOT accept *Removal of Incomplete* forms directly from the student. The form must be submitted by the instructor, or a representative of the department.

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.

When the student has completed all requirements, submit a photocopy of this *Awarding a Grade of Incomplete (I)* form along with a *Removal of Incomplete* form to the Office of Teacher Education, Room 1000. The Office of Teacher Education will arrange for the student's official transcript to be updated and will place a copy of the *Awarding a Grade of Incomplete (I)* form in the student's academic file to document how he/she completed the course.

NOTE: The Office of Teacher Education will NOT accept *Removal of Incomplete* forms directly from the student; these must be submitted by the instructor or a representative of the department.

Student name _____ ID# _____

Course # _____ Section # _____ Semester and year _____

Why is a grade of "I" being awarded?

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

Instructor name _____

Instructor Signature _____

Course Coordinator Name (if instructor is not regular faculty) _____

Student Signature _____

Date _____