04/AS/19/UEPC – Incomplete Grade Reporting Policy

As indicated in Executive Order 1037, "the symbol 'I' (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated."

The EO further indicates "The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed."

In support of this requirement for documentation, when submitting a grade of "I" within the PeopleSoft system, faculty must document the conditions for removal of the "Incomplete" on the online Incomplete Agreement form. Although some variation of content may be necessary to appropriately reflect the nature of the course taught, typically the agreement should include information regarding the following:

1. A summary of all work completed in the course, the grades assigned for that work, and the percentages of the final course grade accounted for by each item;

2. The work not completed and the percentage that each uncompleted assignment will count toward the final course grade; and

3. The final course grade the instructor will assign if the course requirements are not completed within one calendar year, or a shorter period as specified on the form, immediately following the term in which the "I" was assigned, without respect to continuous enrollment of the student during this period.

If clear percentages for assignments cannot be delineated, instructors shall explain any special conditions for determining final course grades for work wholly or partially made up.

Students are responsible for informing the instructor when work is available to be graded. When all submitted student work has been evaluated, the instructor will promptly submit a change of grade form and the academic grade will be recorded.

Should the instructor no longer be employed by the university, or is otherwise unavailable to grade student work when grading needs to occur (i.e. medical leave or sabbatical), the Department Chair will consult with department faculty to identify an appropriate faculty member to evaluate the student work and assign a grade based on the information provided in the Incomplete Agreement. If not already included in the syllabus on file in the department, faculty of record who will not be available to grade student work should submit to their department chair copies of the assignments and grading rubrics for all assignments that have not yet been completed.

If the student does not submit any new work within the allowed time limit, the grade will be recorded as an "IC" (Incomplete Charged) if an alternative grade was not included in the Incomplete Agreement.

This policy goes into effect in the first grading period in which the online Incomplete Agreement becomes available within PeopleSoft. Until the PeopleSoft system is available, faculty must continue to provide a copy of the Incomplete Agreement to the student (in print or email via the student's Stanmail account), and a print copy of the Agreement and appropriate supplemental materials must be submitted to the Department Chair or designee.

Enrollment Services will work with the UEPC, the Faculty Director for Advising and Learning Cohorts, and the Director of the Faculty Center for Excellence in Teaching and Learning to ensure faculty have access to training and information related to the assignment of an Incomplete and submission of the Incomplete Agreement.

This grade reporting policy supports, but does not replace, 4/GF/73 Grade of "I" (Incomplete)