

EXTENDED TIME PERIOD FOR COMPLETION OF INCOMPLETE GRADES FOR SPRING 2020, SUMMER 2020, AND FALL 2020

Action: The deadline for 'Completion of Incomplete' Grades (F-2) is extended to allow students who received an incomplete grade in **Spring 2020, Summer 2020, and Fall 2020** up to one year from the last day of the term of the course to complete their remaining course requirements. Faculty and students will still need to abide by F-1, F-2 and F-3.

Deadlines are as follows:

Term	Original Incomplete Deadline	Proposed Emergency Action Incomplete Deadline
Spring 2020	December 18, 2020	May 14, 2021
Summer 2020	December 18, 2020	August 6, 2021
Fall 2020	May 14, 2021	December 16, 2021

Policies at Issue: General Requirements and Academic Procedures (Catalog)

- **F-1 Grades of Incomplete**
A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify to the student the conditions and requirements for completing the deficient work.
- **F-2. Completion of "Incomplete" Grades**
Final grades for incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).
- **F-3. "Incomplete" Grades on Record at End of Final Term**
A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified

on the on-line grade roster (see F-1). Reverted grades are included in the computation of the student's cumulative grade-point average at graduation.

Reason for Action: This action will give faculty the discretion to allow students who had extenuating circumstances brought on by COVID-19 to have additional time to complete the course. It pauses the current process that require a petition for extra time to finish an incomplete and gives a more generous timeline during these pandemic and uncertain times. Reasons for additional time include personal health, family health, technology challenges, or other issues. It will also greatly reduce students' anxiety.