

## "Incomplete" Grade:

At the discretion of the course instructor, (and, in the case of Honors students, with the permission of the Director of the University Honors Program), a temporary Incomplete grade ("I") may be given to a student **who is passing a course**, but is unable to complete the required coursework during the semester for reasons beyond her/his control. Such circumstances may include illness, a death or other family emergency, or other serious and unanticipated challenges. An Incomplete grade may be assigned only if the student has completed at least 80% of the coursework for the semester, and only if the student's work in the course thus far is satisfactory. The signed incomplete contract must include what work remains to be completed and by what date. If the completion date is during the summer, the contract should also include how the work will be submitted.

**Comment [NY1]:** If a student has not submitted a final paper, that may be 80% of the course. I think we would want to run this proposal past counseling

The "I" grade is not an automatic extension and should not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), to repeat coursework, or to complete extra work. An "I" grade should not be offered due to excessive absenteeism or the student's unexcused absence from the final exam.

**A disability documented by the Loyola Office of Disability Services is not, in and of itself, justification for the assignment of an "I" grade. Loyola has the responsibility of preserving quality in grade representations; the university is not required to lower or waive the essential requirements for a program or course due to a student's disability.**

**Procedure:** The student must request the Incomplete prior to the final examination or the last class meeting (courses with no final exam) using the "Request for Incomplete Grade" form. The course instructor should determine if the completed course work meets the minimum requirement for a grade of Incomplete. If the Incomplete is approved, the instructor should fill out the "Instructor" section of the form and sign it, including the student's grade thus far in the course, what work needs to be completed, by what deadline, and how work will be submitted. The course instructor should submit a copy of the form to the Associate Dean of the college where the student's major is housed.

For students in the University Honors Program, the form must be signed by both the instructor and the Director of the UHP, regardless of whether the course in question is an Honors seminar.

The responsibility for completing all coursework within the agreed upon time rests with the student. An Incomplete grade that has not been completed by the end of the sixth week of the subsequent term (including summer terms) will be changed automatically to F.

Incomplete Grade Request Form – for students in the University Honors Program

A student who is passing a course, but is unable to complete the required coursework during the semester for reasons beyond her/his control, may request an Incomplete, or "I," grade. Such circumstances may include illness, a death or other family emergency, or other serious and unanticipated challenges. An Incomplete grade may be assigned only if the student has completed at least 80% of the coursework for the semester, and only if the student's work in the course thus far is satisfactory. The signed incomplete contract must include what work remains to be completed and by what date. If the completion date is during the summer, the contract should also include how the work will be submitted.

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Comment [NY2]: If a student has not submitted a final paper, that may be 80% of the course. I think we would want to run this proposal past counseling

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The "I" grade is not an automatic extension and should not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), to repeat coursework, or to complete extra work. An "I" grade should not be offered due to excessive absenteeism or the student's unexcused absence from the final exam.

A disability documented by the Loyola Office of Disability Services is not, in and of itself, justification for the assignment of an "I" grade.

Please complete this form prior to the final examination or the last class meeting (courses with no final exam).

Student's Name \_\_\_\_\_ Loyola ID \_\_\_\_\_ major \_\_\_\_\_

Course Code and Title

\_\_\_\_\_ Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Work required to complete course:

Due date for work completion (no later than 6 weeks after end of semester)

Name of Instructor \_\_\_\_\_ contact information for submitting work \_\_\_\_\_

By signing this form, the professor indicate that the student has completed at least 80% of the required assignments for the class and that the work, thus far, is satisfactory. The professor also indicates willingness to review any work received no later than 6 weeks after the end of semester and to submit a change of grade no later than 8 weeks after the end of the semester.

The responsibility for completing all coursework within the agreed upon time rests with the student. An Incomplete grade that has not been completed by the end of the

sixth week of the subsequent term (including summer terms) will be changed automatically to F.

Signature of Instructor

Signature of Director of the University Honors Program

Signature of Student

Copies of this form must be submitted to the Associate Dean of the student's college and to the Director of the University Honors Program

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