



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Health Sciences and Practice

POLICY ON INCOMPLETE AND IN PROGRESS GRADES IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: February 21, 2024

Supersedes: *Policy on Incomplete and In Progress Grades* dated January 4, 2021

Last Review: February 14, 2024

I. PURPOSE

To clarify basis for assignment of grade of Incomplete and In Progress and notification of same to student.

II. POLICY

A student who has completed a substantial portion of the course requirements but is unable to complete a course for reasons of health, change in job location, family emergency, or other exceptional non-academic circumstances must submit a written request to the course instructor for an incomplete grade ("INC"). Any faculty member wishing to give an INC to a student must have both Chair and Vice Dean approval. INC grades are appropriate for courses that are traditionally completed within one semester and which typically follow a didactic content-based format. If the reason is deemed appropriate, the student will receive the grade of INC for the course. Failure to complete the work by the end of the fall or spring semester following the term in which the course was taken will result in a grade of F.

Directed Research, Field Experience, Practicum and Professional Services Project (DPT) courses may not receive a grade of INC. Courses in these categories and those courses in Public Health noted specifically in the table below are appropriate for receiving an In Progress ("IP") grade should the student not complete the course in the semester in which the course was registered for and any subsequent semesters not completed until the time limit is reached - then converting to an F. Faculty supervising the course and/or the student's advisor need to monitor the student's progress.

Course#	Title	Time Limit
Directed Research	BISM 7091, BSHM 7091, ENVM 7091, EPIM 7091, EPIM 7091, HPMM 7091	1 Year
Field Experience	BSHM 7090, ENVM 7090	1 Year

Dissertation Research	HPMM 9095	5 Years
Doctoral Internship	HPMM 9091	2 Years

III. SCOPE

This policy applies to all School of Health Sciences and Practice students.

IV. PROCEDURE

- A. When the student has completed all course requirements, a *Notice of Grade Change* will be sent to the Office of the University Registrar. The *Notice* will specify the letter grade for the completed course.
- B. Both the student and the instructor are notified by the Registrar that an Incomplete (INC) or In Progress (IP) grade has been converted to a Failure (F) if the requirements are not completed by the end of the fall or spring semester following the term in which the course was taken.
- C. Upon receipt of this notice, the instructor may request an extension, subject to the Department Chair's/Chief's approval, not to exceed one additional fall or spring semester.
- D. Any extension in excess of one additional fall or spring semester must be approved by the Vice Dean or Dean.
- E. Exceptions - as a general rule, the following types of courses are **not** to receive a grade of 'INC' and, therefore, will not be converted to an 'F' after the deadline for completion of the coursework:
 1. Directed Research
 2. Field Experience
 3. Applied Practice Experience
 4. Professional Services Project (DPT)

Instructors for these courses should assign a grade of In Progress ("IP") for the work that is expected to be completed after the end of the term in which the student registered for the course. Except as designated above or upon instructions from the Vice Dean, no other courses shall have 'IP' grades.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Health Sciences and Practice
Oversight Office: Dean's Office, School of Health Sciences and Practice

