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

Dated: September 3, 2015

Supersedes: Grade of Incomplete dated April 26, 2005

I. PURPOSE

To clarify basis for assignment of grade of Incomplete 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 circumstances must submit a written request to the course instructor for an incomplete grade. 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.

III. SCOPE

This policy applies to all SHSP students.

IV. PROCEDURE

A. When the student has completed all course requirements, a Notice of Grade Change should 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 University Registrar that an INC has been converted to 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 Program Director’s/Department Chair’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. Practicum
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 can have ‘IP’ grades.

V. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VI. POLICY MANAGEMENT

Responsible Executive: Dean, School of Health Sciences and Practice
Responsible Officer: Vice Dean, School of Health Sciences and Practice
Responsible Office: School of Health Sciences and Practice

APPROVED:

Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and Chief Executive Officer

Date: 10/19/15