POLICY NUMBER: 7.301

POLICY NAME: In-Progress Grade

DATE: Approved by Faculty Senate on April 7, 1999

REVISED: Approved by Faculty Senate on April 15, 2014

COMMITTEE: Undergraduate Academic Policies Committee

ADMINISTRATOR: Registrar through the Vice President for Academic Affairs

OBJECTIVES:

1. To help students successfully complete course work and earn a grade in a timely and effective manner
2. To help students maintain "good standing" status
3. To adopt consistent policies for all university students and faculty

7.301 IN-PROGRESS GRADE

A. In-Progress ("I") grades may be given to students who have missed part of their assigned work due to circumstances beyond their control, but otherwise have done satisfactory work. Students who are unable to finish all the required coursework for a course may request an "I."

B. Instructors must submit the In-Progress Grade Request by the grading deadline to the registrar’s office. It is the students’ responsibility to initiate an In-Progress Grade Request. However, instructors may deny an In-Progress Grade Request.

C. Guidelines:

1. All course requirements to remove an In-Progress grade and in some cases to remove probationary or disqualification status must be completed within four weeks of the last day of class.
2. If students are unable to complete the work within four weeks, extensions may be requested from the instructor for a maximum of six months from the last day of the course.
3. If the work is not completed within the agreed upon time, the instructor will submit a grade, based on course grading procedures specified in the syllabus.
4. If a grade is not submitted to the Registrar by the agreed upon time, the recorded "I" will become an "F" or "N."