



Policy for Grades of Incomplete

The purpose of a grade of incomplete (INC) is to permit a student who is otherwise in good academic standing to complete the work for a course beyond the end of an academic semester. This option should only be open to students who have acceptable levels of performance in all requirements for a given course with the exception of some percentage of course requirements. Incomplete grades are routinely allowed only for the completion of a relatively small percentage of the course requirements (e.g., 25 percent). The incomplete work may be an examination, a paper or a field work project.

Grades of Incomplete should not be used for students who are doing substandard work in order to give them the opportunity to redo projects so that they may achieve an acceptable grade. Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, grade of incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. The faculty member should specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. A faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In this case, the contract should be revised to reflect the change.

The procedure for granting an Incomplete begins with the student requesting a meeting with the faculty member. The request may be made orally or in writing. During the meeting, the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of incomplete. If the faculty member decides that the student does not fit the requirements for the grade of incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the Program Chair.

If the student is permitted to apply for an Incomplete, he or she must fill out a Contract for a Grade of Incomplete (see attached). The Contract is considered as only a request until it is approved and signed by the student, faculty member, and Program Chair. Fully signed copies of the Contract are given to the student, the faculty member, the Program Chair, and a copy forwarded to the Registrar's Office. The faculty member is asked to record the grade of Incomplete. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.



Touro College and University System

Contract for Incomplete Grades

Program: _____

Course (Name and Number): _____

Student Name: _____

Faculty Member: _____

Date: _____

Semester: _____

List and describe the work to be completed. Include the order in which the work needs to be completed along with dates, if applicable. (Use additional pages, if needed):

Date that all work needs to be completed: _____

If all work is not completed by the date above, the Incomplete Grade will be changed to a grade of _____.

Student's Signature

Date

Faculty Member's Signature

Date

Program Chair's Signature

Date

PROCEDURES TO SUPPLEMENT THE POLICY FOR GRADES OF INCOMPLETE (INC)

The following procedures are intended to supplement the official *Touro Policy for Grades of Incomplete* and to help clarify Program Chair, faculty, and student responsibilities following the Registrar's receipt of both the INC grade and the signed *Contract for Incomplete Grades* form.

1. **Program Chair responsibilities:** As soon as all INC grades have been formally submitted to Registrar at the end of a semester, and in order to facilitate students' submission of incomplete work, the Program Chair is responsible for contacting IT to ensure that (a) Blackboard course shell remains open for any course for which an INC grade was given, and (b) access to that Blackboard course shell is given to both the instructor of record and the student who received the INC grade. That access should continue for the period of time specified in the individual *Contract for Incomplete Grades*.
2. **Faculty responsibilities:** Immediately following submission of an INC grade to Registrar, the faculty member who taught the course must contact the student in writing to (a) review and itemize the outstanding work that remains to be submitted for receipt of a final grade, (b) explain that the outstanding assignment(s) must be submitted through the same Blackboard course shell as was used for the course during the semester; (c) remind the student of the deadline for completion of all work; (d) suggest a schedule for submission of the remaining individual assignment(s), and (e) request that the student agree in writing with that proposed schedule or suggest an alternative proposed schedule for submission of each outstanding assignment. For the duration of the mutually agreed on time frame as specified in the *Contract for Incomplete Grades*, on-going and regular contact should then be maintained with the student regarding the progress of assignment completion. The faculty member is further responsible for grading each assignment within 10 days of receipt of it, and at the end of the Contract period (or within 10 days of receipt of the last outstanding assignment, whichever occurs first) is responsible for notifying the student that a final change of grade has been filed with the Registrar.
3. **Student responsibilities:** Any student who has received an INC grade and has signed a *Contract for Incomplete Grades* will receive an email from the faculty of record proposing a specific schedule for submission of all outstanding assignments. The student is then responsible for (a) agreeing to that schedule or negotiating a revised schedule, and (b) keeping the faculty member informed about the progress in completing the outstanding work. The student is also responsible for informing the faculty member, by email, each time an assignment has been completed and submitted. Further, the student is responsible for informing both the faculty member and the Program Chair if any unforeseen circumstance arises which could potentially impede completion of the outstanding assignments within the agreed on timeframe.