FERRIS STATE UNIVERSITY

# ACADEMIC AFFAIRS POLICY LETTER

December 11, 2001 Revisited March 6, 2008

## REQUIREMENTS FOR A GRADE OF "INCOMPLETE"

Within Ferris State University, the "incomplete" (I, Inc.) is one of the grading options available for student coursework. The intent and the use of the "I" grade is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdrawal from a class (W). The following guidelines should be used in assigning this grade:

- The "I" should only be considered for extenuating circumstances that have led to a student missing a portion of the course. Extenuating circumstances are generally defined as those situations over which the student has little or no control — e.g. illness, birth, jury duty, death of parent, injury, or military service. Instructors may wish to require suitable documentation.
- Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels before assigning the "I".
- Instructors will require students to sign an agreement stipulating assignments and deadlines that must be met in order to complete the course.
- An "I" grade will automatically become an "F" prior to final exam week of the following semester (not counting summer) unless the faculty member files another grade or extends the incomplete grade.

Student Name _____

Student Number _____

Course Number and Title _____

Section Number _____

Instructor Name _____

Semester/Year _____

To be granted the opportunity to complete the course, I agree that I must complete the following coursework:

_____

_____

_____

I understand that these assignments have to be submitted to the instructor no later than _____ and that failure to submit them by this date may result in the final course grades being calculated on the basis of the above identified coursework receiving failing grades. I understand that any change in this agreement must be renegotiated and agreed to in writing and that I may be required to provide evidence from third-party authorities to amend the terms of this agreement.

_____ _____ _____

(Facu1ty Signature) (Student Signature) (Date)

Please distribute copies to: Department/Dean's Office
Advisor
Faculty
Student