

What CLA&S Students Should Know About: INCOMPLETES

THE POLICY

The letter I should not be used when a definite grade can be assigned for the work done. **It shall not be given for the work of a student in any course except to indicate that some part of the work has, for good reason, not been done, while the rest has been satisfactorily completed.**

An I must be made up in the next semester of enrollment, except when the removal of the I involves the repetition of a portion of the classroom work, in which case it shall be removed in the first semester of residence in which the course is offered. An I not removed according to this rule shall be regarded as a grade of F, U, or NC on request of the student's dean, with the consent of the instructor, if possible, or the department chairperson if the instructor is not available, and so indicated on the permanent record.

HOW THIS RELATES TO YOU

- An instructor is NOT required nor are they obligated to grant you an incomplete grade. Some departments and courses have clear guidelines about what they will allow, especially if they are taught by a GTA or visiting instructor.
- You must have some satisfactory work completed in the course. (*Satisfactory work is not defined, but work at the D or F level is not considered satisfactory.*)
- A grade of I is not a permanent designation. The deadline given is the maximum amount of time awarded to complete an incomplete. A faculty member has the authority to shorten that time period depending on the character and amount of work left to complete.
- All incompletes on your record will be calculated as a grade of F at the time of graduation. If this calculation lowers your KU cumulative GPA or your KU major junior/senior hours GPA below a 2.00 you will NOT graduate. Your eligibility for departmental honors could also be affected.
- If you have an outstanding incomplete then you will not be eligible for Distinction/Highest Distinction at the time of graduation.
- If you are unable to complete the incomplete, the instructor has the authority to let the grade lapse to an F or change the I back to the designated grade. The choice is up to the instructor and not the student.

IF YOU FEEL YOUR SITUATION WARRANTS AN INCOMPLETE – HERE IS WHAT YOU DO

Prepare to meet with your instructor

- You should plan to meet with your instructor as soon as you see a problem developing. After grades have posted is not the idea time to meet with an instructor. If possible, you should plan on meeting before the last day to drop the course because that may be the option that you will need to take.
- Gather documentation of “good reason.” This could be medical notes, police report of car accident, ect.
- Gather papers and assignments completed for the course that shows you have completed a majority of the work in a satisfactory manner.
- Create a potential plan for completing necessary work. This should include a timeframe as to when you will complete the work. The timeframe must be within the maximum set in the policy. Remember this plan is a starting point and may not be what the instructor ends up requiring.
- Be prepared that your instructor may say no. You are asking an instructor to extend the timeframe of the course, as well as asking him or her to take on extra work because for whatever reason you were unable to complete the work assigned to you. You should understand that faculty will need to review your request based on equity for all students in the course and if they are able to accommodate the work necessary for you to complete the incomplete with them.

More information continued on the reverse side.

Meet with your instructor

- Call or email to set up a specific time to meet. A quick chat after class is not the appropriate time to discuss this option.
- Bring your prepared materials.
- If the answer is no, accept this and treat this as a learning experience. You may need to take a course from this instructor in the future, so do not close any doors to a future working relationship.
- If the answer is yes, do not enroll in the course again, get in writing what you and the instructor have agreed upon. This should include a timeline, work you will need to complete, grade you can potentially earn, grade you will be given if you fail to complete the agreed upon work, and any other factors that may effect the outcome of process.

Follow through

- It is your responsibility to complete the work assigned, so do not put this off.
- Although you are not officially enrolled, you should consider the incomplete course as a course that you are “currently taking”. This is important for managing your academic workload, time, and resources.
- If serious issues prevent you from completing your incomplete and you end up withdrawing from all courses in the semester you are making up your incomplete, then you may want to talk to an advisor in CLA&S Student Academic Services office to discuss any possible options. This policy has a limited completion time frame and inability to complete work does not mean an extension will or can be granted.
- Check to make sure that your grade shows up on your ARTS form.

KEY THINGS TO REMEMBER

- DO NOT enroll in the course again. You may attend all or some of the course but you will not be on the official roster. This could affect things like Blackboard or library reservations so make sure this is addressed by your instructor before or shortly after the class begins if problems occur.
- If you are attending the course with another instructor then make sure that instructor and your original instructor are clear about how the grading will be completed. It is not advisable to try to make up any incomplete coursework through another instructor since this opens the door for miscommunication and confusion. If you do end up completing course work with another instructor make sure that they are in the same agreement as you and the original instructor. The original instructor is required to submit the grade so make sure that person is communicated to once you have completed the work assigned.
- An incomplete means you are finishing up the course from a previous semester, so the grade will be factored into the previous term GPA and not the current term.
- The responsibility of understanding what you need to complete falls entirely on your shoulders. If you are confused make sure you keep asking until everything is clear to you.
- Do not leave KU for an extended period of time with incompletes hanging over your head. If it is absolutely not possible to finish your incomplete before you leave KU for some period of time make sure you remain in contact with your instructor while you are away.
- Even if you transfer to another institution you may run into trouble if you have outstanding incompletes. They may require previous institutions incompletes be addressed before you can graduate from their institution.
- In order to protect yourself, you should have everything in writing and save all communication with the instructor. This isn't because you can't trust your instructor, but because you are adding to their already full load of work and they will be focusing on current and upcoming students and courses.
- Remember, your instructor is making an exception for you and your handling of this process can affect future students usage of the incomplete policy