



## Incomplete Policy

With respect to assigning a grade of Incomplete, the Colorado State University *General Catalog* states the following:

At the discretion of the instructor, a temporary grade of Incomplete (I) may be given to a student who demonstrates that he/she could not complete the requirements of a course due to circumstances beyond the student's control and not reasonably foreseeable. A student must be passing a course at the time that an incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an incomplete to a student who is not passing the course. When an instructor assigns an Incomplete (I), he/she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an Incomplete (I) when the student is not passing the course. The instructor shall retain a copy of this statement in his/her grade records and provide copies to the student and the department head or his/her designee. *The student **should not** register for the course the following semester to complete the coursework.* After successful completion of the makeup requirements, incomplete grades will be changed by the instructor of record or the department head, in absence of the instructor of record. After one year, an incomplete will be automatically changed to an F (failure) unless the course has been previously completed and a grade change submitted by the instructor or the department head. The temporary grade of Incomplete (I) **must** be changed to the grade (e.g., A, B, C, D, F, S, U) prior to the student being awarded his/her diploma from Colorado State University (pp. 8-9, Section 1.7, bold and italics original)

The School of Education is fully in alignment with this CSU policy. **Thus, the assignment of an “Incomplete” grade cannot be used by an instructor as a “placeholder grade” for a student who not performing well in a class and is requesting additional time to revise or complete additional work to improve upon her or his grade. In these cases, the student must be given the grade the student has earned at the time of grading, and the instructor has the capacity to change the grade when additional work merits such a change.**

When an instructor assigns an “I”, he/she must complete the SOE-40 Form which specifies in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an “I” in the event the student is not passing the course. The instructor shall retain a copy of this SOE-40 Form in his/her grade records and provide electronic copies to the student and the department head.