March 15, 2021

To: Undergraduate Council

From: Michelle Rable, University Registrar

Re: Incomplete Mark Policy Proposal

Based on a review of peer institution Incomplete Grade policies, Registration and Records proposes a change to the Incomplete Mark Policy beginning Spring 2022 for all undergraduate students.

The current Incomplete Mark Policy is as follows:

The mark of "INC" (incomplete) is given when, for some acceptable reason, a student fails to meet a definite requirement in a course as established by the instructor. The mark of "INC" may be removed and a grade (if taken for a grade) or the letter "S" (if taken "S/U") may be substituted for it by a student making up the deficiencies to the satisfaction of the instructor.

Unless an extension of time is granted by the academic dean, a mark of "INC" must be removed by March 1, Aug. 1, and Nov. 1 for the fall, spring and summer semesters, respectively. For courses taken "S/U," any mark of "INC" not removed by these deadlines will change to "U." For courses taken for a letter grade, any mark of "INC" not removed by these deadlines will change to "I" and be calculated as "F" in the cumulative grade point averages of all undergraduate students, with or without an extension of time. The student who has been granted an extension, however, will have the opportunity to have his or her grade point average recalculated and the "I" changed to the grade assigned.

The current policy is problematic in that it does not allow adequate time for some of our programs to allow students to complete their course. Currently faculty are using a mark of “IP” to work around this issue. The “IP” mark is not formally approved and does not comply with BGSU policy. Under the current policy, if a faculty member opts to extend the “INC” mark beyond the policy date, it resolves to an “F” until the faculty member changes it. This result could affect students’ standing, eligibility, and scholarships.

To resolve these issues, the below change in policy is proposed.

The mark of "INC" (Incomplete) may be given when, for some acceptable reason, a student fails to complete one or more requirements in a course as established by the instructor. The “INC” mark is not counted in grade point average. The mark of "INC" may be removed and a grade (if taken for a grade) or the letter "S" (if taken "S/U") may be substituted for it when a student makes up the deficiencies to the satisfaction of the instructor.

An INC mark that is not converted to another grade no later than the due date for grades of the next semester (summer session excluded) becomes an F (or U if an S/U course) and is calculated in the grade point average. A request for an extension of time may be granted by the academic dean. Any INC mark at graduation will impede graduation until the mark is converted to a final grade.

This move would align us with our peer institutions. It would eliminate the use of “IP” as a mark, and make us compliant to our policy. Below are links to peer institutional Incomplete policies.

**Peer Institution Incomplete Policies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University | Impact GPA | Time Limit | Extension permission | Link |
| Kent State University | None | 1 full semester | College Approval | <http://catalog.kent.edu/academic-policies/grading-policies-procedures/> |
| Miami University | None | 1 full semester | College Approval | <https://miamioh.edu/policy-library/students/undergraduate/academic-regulations/grades-and-scholarship-undergrad.html> |
| University of Cincinnati | None | Up to 350 days | College Approval | <https://www.uc.edu/about/registrar/grades-and-transcripts/transcript-ordering/grading-scales.html> |
| University of Akron | None | 1 full semester | Instructor Approval | <https://bulletin.uakron.edu/undergraduate/important-policies/grade-policy-credit/> |
| University of Toledo | None | 1 full semester | Instructor Approval | <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-11%20%20Grades%20and%20grading.pdf> |

Original Policy with mark up

The mark of "INC" (incomplete) may be given when, for some acceptable reason, a student fails to complete one or more requirements in a course as established by the instructor. The INC mark is not counted in grade point averages. The mark of "INC" may be removed and a grade (if taken for a grade) or the letter "S" (if taken "S/U") may be substituted for it by a student making up the deficiencies to the satisfaction of the instructor.

An INC mark that is not converted to another grade no later than the due date for of the next semester (summer session excluded) becomes an F (or U if an S/U course) and is calculated in the grade point average. A request for an extension of time may be granted by the academic dean. Any INC mark at graduation will impede graduation until the mark is converted to a final grade.