

Policy on Grade of Incomplete

Responsible Executive	Dean of Faculty
Responsible Party	Kim Lier, Administrator for Graduate Academic Programs
Approval / Signature	Academic Affairs Committee of the Board of Trustees
Pertinent Dates	Updated: Spring 2022; Approved May 9, 2022; To Be Reviewed: Fall 2024
Related Policies	Satisfactory Academic Progress (SAP) Probation Dismissal
Audience & Applicability	All SIT students, student records, faculty, Office of the Dean of Faculty

POLICY

1. Purpose

This policy allows a student with extenuating circumstances a brief extension (maximum 60 days) to complete outstanding work after the end of a semester or program end date despite deadlines set forth in the syllabus. In rare situations, an extension beyond 60 days

may be granted due to health or other extraordinary circumstances. However, in no case should the extension to complete outstanding work be granted for more than a total of 120 days after the end of the semester or program end date.

2. Policy Statement

A grade of incomplete (I) is a serious matter and should not be taken lightly. All course requirements are due on the dates set by the instructor in the course syllabus unless prior arrangements are made. Incomplete grades are given only if there are extenuating circumstances such as illness or emergency that make it impossible for a student to complete a course within the prescribed period.

A grade of incomplete may be assigned when the student has done satisfactory work in the majority/50% of course assignments prior to requesting the incomplete.

In all SIT graduate programs, coursework in each semester builds on the knowledge acquired during previous semesters. Therefore, any unresolved incomplete grades may prohibit students from participating in courses during the next semester.

3. Definitions

- a. Extenuating circumstances: situations beyond the student's control such as illness, immediate family emergency, or serious injury
- b. Prescribed period: 60 days maximum from end of term to complete outstanding work; up to 90 days from end of term for instructor to submit final grade.
Outstanding work: assignments not submitted
- c. Semester deadline for final grades: 14 calendar days from the end of term

4. Procedures

- a. A Request for Incomplete Form must be generated by the student and signed by both the instructor and the student.
- b. The form must be submitted to the Registrar's office by the last day of classes.
- c. The student must complete and submit all outstanding work to the instructor within 60 days of the last day of the semester.
- d. The instructor is required to submit a Grade Change Form to the Registrar within 90 days of the last day of the semester.

- e. In rare situations, an extension beyond 60 days may be granted due to extraordinary circumstances. The instructor will agree with the student on another reasonable deadline for submission of outstanding work but in no case should the total extension exceed 120 days after the end of the semester or program end date. In this case, the instructor is required to submit a Grade Change Form to the Registrar within 5 days after the student's submission of their outstanding work.
- f. When the course instructor is no longer available to grade the outstanding work of a student, the head of the program or the dean of faculty will take on this responsibility and will submit a Grade Change Form to the Registrar.

5. Exceptions

Students who have submitted unsatisfactory work during the semester do not necessarily qualify for an incomplete. There must be extenuating circumstances that prevented the student from completing their work in time. Students with unsatisfactory work should be graded fairly and accurately for the work they have submitted and according to the syllabus to ensure fairness to all students. In no case should an instructor assign a higher grade in good faith that a student will do the work.

In rare situations, an extension beyond 60 days may be granted. However, in no case should the extension to complete outstanding work be granted for more than a total of 120 days after the end of the semester or program end date.

When an additional extension beyond 60 days has been granted, the instructor is required to submit a Grade Change Form to the Registrar within 5 days after the student's submission of their outstanding work.

6. Forms

- a. Request for Incomplete Form
- b. Grade Change Form (available to faculty only)

7. Contact Information

For information on this policy contact the Registrar: registrar@sit.edu