

The following motion was passed at Faculty Senate meeting #228 on December 4, 2017

**MOTION:**

The UAF Faculty Senate moves to update the incomplete grade policy to: 1) clarify the faculty's obligation to communicate outstanding requirements to the student; and 2) establish a formal action and process for

extension beyond one year.

**Effective:** Fall 2018

**Rationale:** Several times per semester faculty request to extend beyond one year the time

allowed for a student to make up work for an Incomplete. This request is made in writing to the Registrar, who almost always approves them, sometimes in consultation with the Provost. However, the current

[[ ]] = Deletions

The letter grade W (Incomplete) is a temporary grade used to indicate that the student has satisfactorily

completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular

semester. Normally, this grade is assigned in the case when the student is absent in the class until

Recent History of Incomplete @ UAF  
The UAF Faculty Senate approved the following at its Meeting #7 on  
November 11, 1988:

MOTION PASSED (Unanimous Approval)

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Accept the following current UAF incomplete grade policy

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The letter grade "I" (incomplete) is a temporary grade used to  
indicate that the student has satisfactorily completed (C or better)

the majority of work in a course but for personal reasons beyond the  
student's control, such as sickness, has not been able to complete  
the course during the regular semester. Normally, an incomplete is

SENRC during the scheduled course time

When the "I" grade is given, the instructor includes a statement of the work required of you to complete the course AND THE TIME LIMITS YOU HAVE TO COMPLETE THE WORK. THE MAXIMUM TIME TO BE ALLOWED IS ONE YEAR. AT THE END OF THE DEFINED TIME LIMITS THE INSTRUCTOR MAY ISSUE A GRADE BASED ON THE WORK TURNED IN. IF THE INSTRUCTOR DOES NOT CHANGE THE "I" GRADE IT BECOMES PERMANENT AT THE END OF ONE YEAR.

((You must make up an incomplete within one year or it will automatically be changed to an "F" grade \). The "I" grade is not

computed in your GPA. ((until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time

AN INCOMPLETE MUST BE MADE UP WITHIN ONE YEAR OR IT WILL AUTOMATICALLY BE CHANGED TO AN "F" GRADE BY THE RECORDS OFFICE. THE "I" GRADE IS NOT COMPUTED IN THE STUDENT'S GRADE POINT AVERAGE UNTIL IT HAS BEEN CHANGED TO A REGULAR LETTER GRADE BY THE INSTRUCTOR OR UNTIL ONE YEAR HAS ELAPSED AT WHICH TIME IT WILL BE COMPUTED AS AN "F". A SENIOR CANNOT GRADUATE WITH AN "I" GRADE UNLESS A

THE INSTRUCTOR MUST CONSIDER THE STUDENT TO BE A SENIOR AT THE TIME OF THE INCOMPLETE