

# **ACADEMIC GRADE OPTIONS FOR INSTRUCTORS**

## **Incomplete (I)**

At the discretion of the instructor, a temporary report of I (Incomplete) may be assigned, signifying that the student has been granted additional time to complete the requirements for the course.

- After granting an "I", the instructor will set a date for completion of the requirements. That date will be no later than November 1 for courses begun the preceding spring semester or summer session and no later than March 15 for courses begun the pre-ceding fall semester.
- Students may not complete coursework for which an Incomplete was assigned by auditing or registering again for a subsequent offering of the course (my emphasis).
- If the instructor determines that circumstances merit it, the instructor may request an extension of the original Incomplete by written notification to the Registrar. This extended deadline will be no later than the last day of classes of the semester following the one in which the course was taken. Longer extensions for extraordinary reasons must be approved by petition to the appropriate academic office.
- If the work is not satisfactorily completed by the applicable or extended deadline, the final grade of I/F, U, or NC, as appropriate, will be assigned. The grade of I/F will be aver-aged as F when computing the grade point average (g.p.a.) or determining other measures of the student's academic standing.

## **NO RECORD (NR)**

- If an instructor finds that a student appears on the final grade roster for a course but has no record of that student's ever having attended, the instructor will assign a report of NR (No Record).
- An NR may not be assigned for any other reason (my emphasis). If the student was actually in the class, the student must ask the instructor to correct the record by submitting a grade to replace the NR to the appropriate Committee on Academic Standing and Appeals.
- If the student was not actually in the class and receives a report of NR, the student must petition the appropriate Committee on Academic Standing and Appeals for a retroactive withdrawal from the course.

## **Q Grade**

- A grade of Q is assigned to a student found guilty of academic dishonesty.
- The Q remains on the transcript and is computed in the g.p.a. as a grade of F.
- Students who have a single finding of dishonesty may have the Q replaced by a letter grade determined by the instructor after satisfactory completion of a non-credit seminar addressing issues of academic dishonesty unless the applicable academic judiciary committee determines otherwise.
- Rescinded Q grades may be reinstated if there is a new finding of academic dishonesty

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