

Contents

Policy Name ..... 2

Purpose and Scope ..... 2

Responsibilities ..... 2

Policy..... 2

    Procedure ..... 3

    Exceptions to Policy..... 3

    Policy Review ..... 3

References and Related Policies..... 3

    Related Policies..... 3

Exhibits ..... 3

Document Review Log..... 3



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## Policy Name

15.4230 Incomplete Grade Policy

## Purpose and Scope

This policy defines the Incomplete ('I') grade process and requirements for Alvernia University ("AU"). The policy is intended to ensure all AU students have the ability to request an incomplete due to extenuating circumstances. This policy:

- ◁ Defines roles and responsibilities with respect to assigning Incomplete grades.
- ◁ Outlines the procedure for requesting and resolving Incomplete grades.

This policy applies to all AU students and its scope includes students enrolled in AU programs at the undergraduate and graduate levels.



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grade. Incomplete grades do not negatively impact the student's GPA; however, they also cannot be used to meet prerequisites for other courses. Students may need to request permission to register for a subsequent course while an Incomplete grade is outstanding. A student will not be awarded their degree with an Incomplete grade on their transcript.

### Procedure

1. If a student wishes to seek an Incomplete grade for a course, the student must contact the instructor to discuss the reasons and obtain permission.
2. The instructor will submit an Incomplete grade for the student during the final grade submission process for the course.
3. The student will contact the faculty member to facilitate or create an academic plan to resolve the outstanding "I" grade at the start of the next regular semester of attendance.
4. The instructor and student will submit a completed Incomplete Grade Agreement to the Registrar's Office. The form must be submitted to the Registrar's Office by the end of the final exam period to have the incomplete posted.
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