

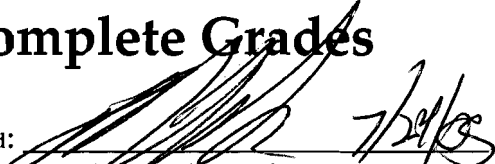


NEVADA STATE COLLEGE
FACULTY SENATE DOCUMENTS

Date Issued: 6/17/08

Incomplete Grades

Approved:


Fred Maryanski, President


Date

Approved:


Lesley Di Mare, Provost


Date

STATEMENT

This document outlines changes in the procedure for managing students who receive an "I" or incomplete grade.

REASON FOR DOCUMENT

N/A

ENTITIES AFFECTED BY THIS DOCUMENT

- Academic Faculty
- Administrative Faculty

WHO SHOULD READ THIS DOCUMENT

- President
- Provost
- Vice Presidents
- Provost Council
- Deans/ Directors
- Academic Faculty
- Administrative Faculty

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REFERENCES FOR ADDITIONAL INFORMATION

N/A

WEBSITE ADDRESS FOR THIS DOCUMENT

N/A

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CONTACTS

Direct any general question about the Minor in Sociology, to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Patricia Ring, Registrar	992-2114	Patricia.Ring@nsc.nevada.edu
	Dr. Lesley Di Mare, Provost	992-2060	Lesley.DiMare@nsc.nevada.edu

Incomplete Grades

The Incomplete grade (I) is a neutral grade given when a student is performing passing work, but for uncontrollable reasons is unable to complete the course requirements during the instructional period. Nonattendance, poor performance or requests to repeat the course are unacceptable reasons for the issuance of an "I" grade. When the student's request for an "I" grade is deemed acceptable, the faculty must fill out an "Incomplete Grade Request" form and submit it with the grade roster. Grade rosters will not be accepted by the Office of the Registrar if "I" grades have been assigned without a form being submitted.

Students who receive "I" grades are not permitted to sit in class the following semester to make up missed work. All make up work must be completed with the faculty outside of class time.

An "I" grade must be changed by the faculty member by the following deadlines:

<u>"I" Grade Received</u>	<u>Deadline</u>
Fall	May 15 of the following year
Spring	December 15 of that year
Summer	December 15 of that year

If the deadline falls on a holiday or weekend, the "I" grade must be changed by the following business day.

Grades of "I" that are not changed by the above deadlines will be changed to the grade of "F" by the Office of the Registrar. The student may request an extension of an "I" grade for one semester. If the faculty approves the request, they must notify the Office of the Registrar at least 2 weeks prior to the deadline by filing a Petition for Exception to Policy.

Students are not permitted to graduate with an "I" grade on their record.