



Undergraduate Incomplete Grade Policy Form

NOTE: Optional (for your records only) – Please do not submit to the Office of Academic Records.

Student Name

Student ID# : _____

Instructor Name

Semester and Year _____ Course and Section # _____ CRN _____

Reason(s) for assigning Incomplete: _____

Work to be completed: _____

Deadline for completion (See fourth and fifth bullets for discussion of deadlines.)

Please check end of next semester or enter date: end of next semester _____ or date ____/____/____

Default Final Course Grade: _____ (if work is not submitted to the instructor by the contracted deadline)

Note: Default Final Grade must be letter grade other than UW .

Notes: See complete policy in Hofstra University Undergraduate Bulletin

Effective with coursework taken fall 2008 or later.

- Grade of INC should only be given when unforeseen circumstances prevent the completion of work on time.
- Instructor has sole discretion over whether to grant or deny grade of INC.
- Grade of INC must be entered on the roster by the last day of the normal grading period – as per CBA, six days after the last class/final examination.
- Time frame for completion of work will be decided by the faculty member, but cannot exceed the last day of the next full semester following the granting of the INC grade. However, if a student is a candidate for graduation, all requirements must be completed and on record in the Office of Academic Records by the end of the first week in June for May degree candidates, the end of the first week of January for December degree candidates, and the end of the first week of September for August degree candidates.
- The only exceptions to the time frame for completion of work are as follows: additional time may be granted by the faculty member in cases where lab work is required or when the student is working on an Independent Study Project.
- Students receiving INCs are not allowed to attend the regular class meetings at the next offering of the course.
- The instructor will enter the default grade (the student will receive if the contracted work is not completed by the deadline date) online at the time the Incomplete Grade is submitted.
- The instructor must submit a grade for the student within 30 days from the time the student submits the work to fulfill the terms specified on this form.
- If the incomplete work is not submitted by the contracted deadline, the INC grade will convert to the default grade as entered online.
- Students cannot graduate with an "I" (received fall 2008 or later) on their record.