

HOFSTRA UNIVERSITY

Office of Academic Records, Memorial Hall Room 207

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Undergraduate Incomplete Grade Policy Form (To be completed by instructor.)

Student Name (print) _____ Student ID# : _____

Semester and Year _____ Course and Section # _____ CRN _____

Reason(s) for assigning Incomplete: _____

Work to be completed (please be as explicit as possible): _____

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 ____/____/____

Appropriate reason for deadline extension (consistent with bullets four and five below) _____

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 and will be entered by Academic Records. Change of Grade other than the Default Final Course Grade indicated above must be submitted by the instructor on a Change of Grade Form.

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 should not 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 clearly state the grade (letter grade other than UW) the student will receive if the contracted work is not completed by the deadline date.
- 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 grade stated on this form.
- Students cannot graduate with an “I” (received fall 2008 or later) on their record.

Instructor Name (print) _____ Date _____

Instructor signature _____ Date _____

Academic Records Office Administrator signature _____ Date _____