

Motion History

Motion 17-18.002

Submitted to FCEC 9.08.17

First reading at FC on 9.15.17

Sent to Academic Policy Committee on 9.15.17

Still under consideration by APC on 10.20.17

Wording Approved by Faculty Congress on 11.17.17

UH Hilo Faculty Congress

Motion for the Approval of Wording for Incompletes Policy

Whereas, having one campus-wide policy for incompletes eliminates the disparities among the several versions discovered throughout UH Hilo documentation.

Whereas, such consistency helps to ensure equitable consideration for all students, as well as faculty.

Therefore, it is requested that the UH Hilo Faculty Congress approve the revised wording that will apply to incompletes in all UH Hilo documentation.

Attachment: Edited Excerpt from UH Hilo Catalogue

Current Incomplete policy for undergraduates from the Catalog

Incomplete Grade (I)

A grade of "I" may be given for a course in which a student has failed to complete a small but important part of a semester's work, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. It is the student's responsibility to request an incomplete grade.

Each student who receives an "I" should consult with the instructor to determine what work must be done to remove the "I." If this work is completed by the deadline specified in the UH Hilo Academic Calendar, the instructor will report a change of grade, taking the completed work into consideration. If this work is not completed by the deadline, the "I" grade will become an "F" or failing grade. For graduate courses, the "I" will change to a "NC" or "No Credit." The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment.

An instructor who assigns a grade of "I" will complete a Report of Incomplete Work form indicating what work must be done to complete the requirements of the course. The instructor shall retain the original of the form and provide the student with a copy.

A grade of "I" must be removed by the instructor who assigned it, using a Change of Grade Form. In exceptional circumstances, the division chairperson or the dean can report a change of grade.

Proposed Incomplete policy wording for undergraduates

Incomplete Grades (I)

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily, but because of unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. Incomplete grades should not be given to allow students to do extra credit work to raise their grades. The student must request the Incomplete option from the instructor, but it is the instructor's decision whether or not to approve the request. Each student who receives an "I" should consult with the instructor to determine what work must be done to remove the "I."

If this work is completed by the deadline specified in the UH Hilo Academic Calendar, then the instructor who assigned the "I" can change it to the appropriate grade using the *Change of Grade* form, taking the completed work into consideration. In exceptional circumstances, the division chairperson or the dean can change an "I" grade using the *Change of Grade* form.

If the coursework is not completed by the deadline, the "I" will change to an "F" or failing grade. For students taking courses as "CR/NC" ("Credit/No Credit") or "P/NP" ("Pass/No Pass") who do not complete the coursework by the deadline, the "I" will change to an "NC" or "NP." The instructor may set a deadline sooner than that listed in the Academic Calendar, reflecting the instructor's availability to extend his/her commitment beyond the course. The time limit for Incomplete removal prevails whether or not the student maintains continuous enrollment. Some departments and programs may have more restrictive policies regarding incomplete grades.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas. Students who receive federal or state aid may lose their eligibility if they receive Incompletes. See the [Financial Aid Satisfactory Academic Progress Policy](#).

All courses taken by undergraduate and professional level students are subject to the above policy. **Incomplete grades must be resolved before students can receive a degree.**

Current Incomplete policy for graduate students from the Catalog

Incomplete Grades

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily, but because of unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. The student must request the Incomplete option from the instructor, but it is the instructor's decision as to whether it is appropriate or not.

Graduate students who are given a grade of "I" must complete the coursework before the due date listed in the university calendar. "I" grades that are not completed by this due date automatically are converted into "NC" grades. The instructor may set a deadline sooner than that listed in the university calendar, reflecting the instructor's availability to extend his/her commitment beyond the course. The instructor, however, cannot extend the due date unless granted a specific waiver by the college Dean.

Some departments and programs may have more restrictive policies regarding incomplete grades. Students should confer with their academic advisors concerning departmental rules and regulations.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas. Graduate students who receive federal or state aid may lose their eligibility if they receive Incompletes. See the [Financial Aid Satisfactory Academic Progress Policy](#).

All courses taken by graduate students are subject to the above policy. **Incomplete grades must be resolved before students can receive a graduate degree.**

Proposed Incomplete policy wording for graduate students

Incomplete Grades (I)

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily, but because of unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. Incomplete grades should not be given to allow students to do extra credit work to raise their grades. The student must request the Incomplete option from the instructor, but it is the instructor's decision whether or not to approve the request. Each student who receives an "I" should consult with the instructor to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the UH Hilo Academic Calendar then the instructor who assigned the "I" can change it to the appropriate grade using the *Change of Grade* form, taking the completed work into consideration. In exceptional circumstances, the division chairperson or the dean can change an "I" grade using the *Change of Grade* form.

If the coursework is not completed by the deadline, the "I" grade for graduate students will become an "NC" or "No Credit." The instructor may set a deadline sooner than that listed in the university calendar, reflecting the instructor's availability to extend his/her commitment beyond the course. The time limit for Incomplete removal prevails whether or not the student maintains continuous enrollment. Some departments and programs may have more restrictive policies regarding incomplete grades.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas. Graduate students who receive federal or state aid may lose their eligibility if they receive Incompletes. See the [Financial Aid Satisfactory Academic Progress Policy](#).

All courses taken by graduate students are subject to the above policy. **Incomplete grades must be resolved before students can receive a graduate degree.**