

Incomplete Grade Policy

Office of Academic Affairs

(revised version April 2022)

I. Default expectations

1. Ashoka University expects its students to complete all course requirements on schedule.
2. It is assumed that faculty are prudent in setting up their course requirements realistically and that faculty make these requirements clear to students early in the semester.
3. It is also assumed that students, in consultation with their faculty mentors or academic advisors, will undertake responsibilities commensurate with their abilities and commitments.

II. Purpose of the Incomplete Grade

4. Students should neither request nor receive an Incomplete (I) grade for a course simply because of failure to complete required assignments on time.
5. I grades should be granted by faculty only to students who have been working throughout the semester and only near the end face sudden illness or injury, family crisis, or some other substantiated unforeseen circumstance beyond the control of the student that would make it impossible to complete all course requirements by the end of the semester. Students who are not deemed eligible may still request OAA for a WF and repeat the course at a later time.

III. Application for Incomplete and Duration of Incomplete

6. Students who believe that they can demonstrate a legitimate need for an Incomplete should:
 - 6.1. request their faculty to grant them an Incomplete;
 - 6.2. request their faculty to clearly specify the terms of the Incomplete;
7. The deadline for completing the process specified in Art. 6 is the last day of finals week.
8. Unless the instructor stipulates a shorter time period for completion of the work, the terms of the Incomplete must be satisfied within six weeks of the beginning of the regular semester following the semester in which it was issued. In exceptional cases (e.g., lengthy illnesses) the instructor (not the student) may petition the OAA to extend the period of the Incomplete.
9. Whether an Incomplete should be granted and if so, how much extra time the student will be given to complete their work is determined solely by the faculty member, in light of their assessment of the circumstances and considerations of fairness.

IV. Implementation of Incomplete Grade and Grade Update

10. To implement the Incomplete for the student, faculty assign an I grade instead of a regular grade when at the end of the semester, they assign grades to their students on the AMS.
11. To update the I grade to a regular letter grade, faculty can pull all Incomplete grades from the previous semester on AMS by navigating, in the *Grades and Evaluations* tab, to the last entry, *Incomplete Graded and Teaching Practicum*, select the semester and click on 'Get'. If the window to update grades is open, the next screen affords the option to update the grades. If it has closed, faculty should reach out to the OAA to alert them to the updated grade.
12. Incompletes from a previous semester will automatically convert to an F grade at the end of week 8 (six weeks plus two weeks for grading) unless a request for an extension has been approved and implemented by the OAA.

V. Incompletes, Prerequisites, and Graduation

13. As long as an I grade remains on their record for a specific course, a student may not be enrolled for credit in any course which has that specific course as a stated prerequisite unless they have requested and received a waiver from the faculty.
14. A student cannot graduate while an I grade remains on their record.