

# Westfield State University Policy

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**Policy Title:** Incomplete Grade Policy **Policy Number:** AP011 **Effective Date:** June 1, 2023

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## 1.0 Purpose and Overview

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Westfield State University (“the University”) is committed to supporting students who experience unforeseen, serious, and extenuating circumstances that prevent them from completing their coursework by the end of a semester. This policy establishes the conditions and procedures for granting an “Incomplete” (I) grade, providing a structured pathway for students to fulfill their academic requirements.

The primary purpose of this policy is to ensure fairness and consistency in the application of incomplete grades across all academic departments. It outlines the eligibility criteria for students, the responsibilities of both students and instructors, and the process for resolving an incomplete grade within a specified timeframe. This policy is designed to be a temporary and exceptional measure, not a substitute for diligent and timely completion of coursework.

## 2.0 Scope

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This policy applies to all undergraduate and graduate students enrolled in credit-bearing courses at Westfield State University. It also applies to all faculty, instructors, academic advisors, and administrative staff involved in the grade reporting and academic records process.

## 3.0 Policy Content

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### 3.1 Eligibility for an Incomplete Grade

A student may be considered for an Incomplete grade only if all the following conditions are met:

- The student has completed a substantial portion (at least 75%) of the coursework for the semester.
- The student is in good academic standing in the course, with a passing grade at the time of the request.
- The student is unable to complete the remaining coursework due to a documented, serious, and unforeseen circumstance beyond their control. Such circumstances may include, but are not limited to:
  - A severe medical condition or emergency affecting the student or a close family member.
  - A family emergency or death.
  - A legal obligation or military deployment.
  - Other catastrophic events as approved by the Dean of Students.

### 3.2 Non-Eligible Circumstances

An Incomplete grade will not be granted for reasons such as:

- Poor academic performance or failure to keep up with coursework throughout the semester.
- The need to improve a grade.
- Pre-planned events, travel, or employment, unless related to a university-sanctioned activity.
- Failure to attend class or submit assignments without a valid, documented reason.

### **3.3 Incomplete Grade Contract**

If an instructor agrees to grant an Incomplete grade, the instructor and student must complete and sign an “Incomplete Grade Contract.” This contract serves as a formal agreement outlining the remaining work to be completed and the deadline for submission. The contract must include:

- A detailed list of all outstanding assignments, examinations, or other coursework.
- The agreed-upon deadline for completion, which may not exceed the last day of classes of the following full semester (fall or spring).
- The default grade that will be assigned if the work is not completed by the deadline. This grade will be calculated based on the work completed to date and a zero for all outstanding assignments.

A copy of the signed contract must be submitted to the department chair and the Office of the University Registrar.

### **3.4 Completion Deadline**

The standard deadline for the completion of an Incomplete grade is the last day of classes of the subsequent fall or spring semester. For example, an Incomplete grade from a fall semester must be completed by the end of the following spring semester. An Incomplete grade from a spring or summer semester must be completed by the end of the following fall semester.

### **3.5 Grade Conversion**

Upon completion of the required coursework, the instructor will submit a “Change of Grade” form to the Office of the University Registrar. The “I” grade will then be converted to the final letter grade earned by the student.

If the student fails to complete the coursework by the established deadline, the “I” grade will automatically convert to the default grade specified in the Incomplete Grade Contract, or an “F” if no default grade was specified.

### 3.6 Extension of Deadline

In rare and exceptional cases, a student may petition for an extension of the completion deadline. A request for an extension must be submitted in writing to the instructor and the department chair before the original deadline expires. The request must include documentation of the extenuating circumstances that prevent the student from meeting the deadline. Extensions are not guaranteed and will be considered on a case-by-case basis by the academic dean of the student's college.

## 4.0 Procedures

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### 4.1 Student Responsibilities

1. **Initiate the Request:** The student must formally request an Incomplete grade from the course instructor before the final examination period begins.
2. **Provide Documentation:** The student must provide the instructor with appropriate documentation to support the request.
3. **Complete the Contract:** The student must work with the instructor to complete and sign the Incomplete Grade Contract.
4. **Complete Coursework:** The student is responsible for completing the outstanding coursework as outlined in the contract and submitting it to the instructor by the deadline.

### 4.2 Instructor Responsibilities

1. **Evaluate the Request:** The instructor will review the student's request and documentation to determine eligibility.
2. **Develop the Contract:** If the request is approved, the instructor will work with the student to create the Incomplete Grade Contract.
3. **Submit the Grade:** The instructor will submit an "I" grade for the student during the final grading period.
4. **Submit the Contract:** The instructor will ensure a copy of the signed contract is submitted to the department chair and the Office of the University Registrar.
5. **Evaluate Completed Work:** The instructor will grade the submitted coursework in a timely manner and submit a Change of Grade form.

### 4.3 Registrar’s Office Responsibilities

1. **Record the Grade:** The Office of the University Registrar will record the “I” grade on the student’s official transcript.
2. **Monitor Deadlines:** The Registrar’s Office will monitor the completion deadlines for all Incomplete grades.
3. **Convert Grades:** The Registrar’s Office will process Change of Grade forms submitted by instructors and automatically convert any outstanding “I” grades to the default grade or “F” after the deadline has passed.

### 5.0 Related Policies

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This policy should be read in conjunction with the following university policies:

- **AP001:** Academic Honesty Policy
- **AP005:** Grade Appeal Policy
- **SS002:** Student Code of Conduct

### 6.0 Contact Information

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For questions regarding this policy, please contact:

**Office of the University Registrar** Westfield State University 123 University Drive  
Westfield, XX 12345 (123) 456-7890 registrar@westfieldstate.edu

### 7.0 Revision History

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Version	Effective Date	Summary of Changes
1.0	June 1, 2023	Initial version of the policy.