

WESTERN OREGON UNIVERSITY

INCOMPLETE COURSEWORK – GRADUATE PROGRAMS POLICY

The WOU Faculty Handbook states:

Incomplete grades should be issued only to students who are lacking a class requirement that can realistically be completed within a reasonable time. They should not be used as a way for a student to avoid a failing grade.

Graduate Programs Office Policy:

The Graduate Programs Office has adopted the following policy guidelines concerning the awarding of a grade of Incomplete in a graduate level course. Students must make every effort to clear all Incomplete grades within 12 months. Please note that a program can establish a more restrictive policy concerning the awarding of an Incomplete grade in graduate level courses. It is the responsibility of the graduate student to verify with his/her advisor the specific program policy concerning Incomplete grades.

1. The instructor of a course has the final decision regarding the appropriateness and willingness to award a grade of Incomplete.
2. A graduate student with more than nine (9) hours of un-cleared Incomplete coursework (except for student teaching, internship, thesis, field study, and/or professional project) will have a hold placed on registration until a petition has been submitted to the Director of Graduate Programs and a remediation plan approved.
3. A student requesting a grade of Incomplete and the course instructor issuing a grade of Incomplete must both sign the following contract that specifies:
 - a. the course assignments remaining to be submitted to remove the grade of Incomplete, and
 - b. a timeline for completion of course requirements.
4. A student who has a grade of Incomplete in a course that is a prerequisite for a subsequent course, may not enroll in the subsequent course until the grade of Incomplete is removed or must receive the permission of the instructor to be allowed to enroll into the subsequent course.
5. Any graduate program can decide to not allow a student to register for their final professional field experience (student teaching, internship, etc.) on the basis that Incomplete grades have not been cleared before the beginning of the final professional field experience.
6. The Graduate Programs Office will not allow students to sit for their final comprehensive examination if the student has not cleared past Incomplete grades.
7. A student who does not attend class or turn in course assignments will receive a grade of “X,” which indicates that there is no basis for assigning a grade. Students who receive an “X” in any course will have to register for the course again to receive credit. A student who has participated in a course but has failed to complete essential work or attend examinations, and who has not communicated with the instructor, will be assigned an F, D or whichever grade the work has earned.

WESTERN OREGON UNIVERSITY

WESTERN OREGON UNIVERSITY INCOMPLETE GRADE POLICY FOR GRADUATE STUDENTS IN GRADUATE LEVEL COURSES:

A grade of "I" may be assigned when the quality of work submitted is satisfactory, and only an essential requirement of the course has not been completed for reasons acceptable to the instructor. To change an Incomplete to a letter grade, the student must complete the work within 12 months following the award of the "I." If the work is not completed, at the discretion of the instructor, the "I" may be retained or it may be changed to a grade. Special extension may be granted by petition to the Registrar, if approved by the instructor, but for a period not longer than an additional 12 months. Beyond the maximum 24-month period, the Incomplete becomes permanent.

1. **V Number:** _____
2. **Last Name:** _____ **First Name:** _____ **MI:** _____
3. **Course Number:** _____ **Title:** _____ **Term/Year:** _____
4. **Work Completed and Current Grades:**

Assignments	Grade/Points
_____	_____
_____	_____
_____	_____

5. **The course is completed by finishing the following requirements:**
- | Assignments | Grade/Points |
|-------------|--------------|
| _____ | _____ |
| _____ | _____ |

6. **This course is a prerequisite to the following courses:**
- | | | |
|-------------------------------|---------------------|-----------------------|
| Prefix/Course #: _____ | Title: _____ | Credits: _____ |
| Prefix/Course #: _____ | Title: _____ | Credits: _____ |
| Prefix/Course #: _____ | Title: _____ | Credits: _____ |

Instructor to verify 1-6 above and complete the following:

7. If the work is not completed by _____ (12 months maximum) or if granted an appealed 12 month extension to _____, the grade will revert to _____ *

8. **Comments:** _____

Faculty Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

- | | |
|--|---|
| <input type="checkbox"/> Original on file in Division Office | <input type="checkbox"/> Student not available for signature |
| <input type="checkbox"/> Copies to Faculty and Student | <input type="checkbox"/> Copy to program coordinator, if needed |

* The incomplete grade will remain on the student's transcript until a signed grade change form is submitted to the Registrar's Office. After a maximum of two years, this grade cannot be changed.