

Graduate Student Incomplete Grade Policy

TULANE UNIVERSITY

OFFICE RESPONSIBLE FOR THIS DOCUMENT: Office of Graduate and Postdoctoral Studies

COORDINATING DEPARTMENTS: n/a

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APPROVED BY: Graduate Council

WHO NEEDS TO KNOW THIS GUIDANCE: Faculty, Staff, and Students in Graduate Programs; School Administrators

WEBSITE ADDRESS FOR THIS GUIDANCE: <http://tulane.edu/ogps/policies.cfm>

Tulane University's graduate departments may offer incomplete grades to graduate students who are not able to complete coursework within the semester at their discretion. This policy is intended to clarify and regularize the use of incomplete grades and deadlines associated with them. Individual schools and departments may impose more stringent timelines than that which is set out below.

USE OF THE INCOMPLETE GRADE

An incomplete grade, I, is given at the discretion of instructors when, in their view, special circumstances prevent a student from completing work assigned during the semester and with the understanding that the remaining work can be completed within an agreed upon time of up to 12 months following the course. Incomplete grades also are given when a student's absence from a final examination has been excused by their school's dean or dean's designee prior to or within one day following the final examination.

If a student will require a grade of I, the student and instructor should have a clearly articulated, written agreement including a timeline of what constitutes a successful resolution of the Incomplete Grade.

TIMELINE FOR RESOLVING AN INCOMPLETE GRADE

Incomplete grades must be resolved within the agreed upon timeframe of not more than the next 12 months or they are automatically changed to a grade of F/I.

The I will remain on the student's transcript, accompanied by the final course grade only when the final grade in the course is a F. Extensions of the 12 month deadline must be requested in writing by the student and must be approved by the instructor and their school's dean or dean's designee. The faculty member must then contact the Registrar's Office to request that the timeline for the I be extended for up to 12 more months. Extensions are approved only when a student has made an attempt to complete the missing work within the original 12 month period but, in the view of the instructor and the dean or dean's designee, has been prevented from completing the work by some special circumstance beyond the student's control. Grades may still be changed after the 12 month period expires but before the student graduates by the faculty member.