

## **SCHOOL POLICY**

**Section Title:** Academic Matters

**Policy Name:** Incomplete Grade

**Responsible Executive:** Associate Dean for Academic and Faculty Affairs

**Responsible Office:** Office of the Registrar

**Originally Adopted:**

**Revisions:** 05/29/2014

### **I. PURPOSE**

This policy defines the use of the grade of Incomplete (INC) for all Rutgers School of Public Health students.

### **II. ACCOUNTABILITY**

Faculty and course instructors are responsible for implementing this policy under the general direction of the Associate Dean for Academic and Faculty Affairs.

### **III. APPLICABILITY**

Students for whom there is documentation of at least average, but preferably above average, work in a course, and under unusual circumstances, e.g., illness, may receive a grade of "INC" (Incomplete). Mere absence from class does not constitute an incomplete. An Incomplete will be given when, in the opinion of the instructor, the nature of the course is such that the educational opportunity can be completed within one year.

#### **A. Request for Incomplete Grade**

An incomplete (INC) grade requires a "Request for Incomplete Grade" form to be filled out by the student and the instructor that specifies the tasks required to complete the course. Forms are available at the School of Public Health website or from the campus offices. Students who stop attending classes without officially withdrawing from the course will be liable for all corresponding tuition and fees, and will receive a grade of F (Fail) at the end of the semester.

#### **B. Time Allotment**

A grade of Incomplete must be replaced with a passing grade within one year of having received the Incomplete (i.e., a year from the end of the semester in which the grade of Incomplete was received), or the Incomplete grade will be automatically changed to a grade of "F" (Fail).

Appeals may be made to the campus associate/assistant dean no later than four weeks before the end of the one-year extension. If an appeal is approved, up to an additional year may be granted.