

2006 Survey - Incompletes Graduation Eligibility

Institution	YES	NO	"I" Student Initiated	Qualifiers Beyond Extenuating Circumstances	Comments
Arkansas State Univ *		x	Yes - form	Majority work done, passing with C at time	
Berea College		x	Yes - written request	No adjunct or temp professors can given an incomplete	Students can participate in commencement ceremony but all courses must be complete to earn degree. Students have one semester to finish Incomplete
Bethel College		x			
Cal State East Bay csiegler@wsc.ma.edu	x		Yes - written request to faculty, approved by faculty - copy to Reg	Reasonable prospect student can pass by making up missed work	We don't have a deadline for incompletes, so if it wasn't a required class and they've met their minimum hours, we'll graduate a student and leave the incomplete on the record forever as an IC. Our catalog specifically prohibits changing academic history of a graduate unless there was university error.
Central Missouri State *		x	Yes	Special circumstance occurs "last few days of term"	Recorded as U, student has one semester to complete.
Duke University		x	Yes - form	majority work completed, no excessive absences	for the purpose of satisfactory progress and graduation, an Incomplete is considered a failure. Student has five weeks to complete course
Eastern Michigan *		x	Yes - form	Majority of work completed, C or better	
Edinboro Univ. of PA		x	Yes - written request to instructor, approved by Dean	Department Driven	Student has four weeks to complete otherwise turns to F, so we don't often have issues with graduation eligibility. No "I" allowed on transcript to graduate -- either the student completes the work or it goes to an F.
Embry Riddle			Yes - written request		Student must complete outstanding work no later than 90 days after the term in which the "I" was granted
Emerson		x	?		A student cannot graduate with an outstanding incomplete grade. After one semester, any outstanding incomplete grade changes to an I/F on the student's record. A student can graduate with an I/F grade, assuming they do not need the requirement and have sufficient credits.

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Finlandia University		x	Yes - form		Student has one year to complete course
Georgetown College		x	Yes - written request		Students only can walk, do not receive a diploma until the grade is changed. Six weeks after the grade is issued, if unresolved, automatically changes to an FI, which is calculated as an F.
Heritage University jabriggs@usi.edu		x	Yes		We will resolve the matter with a WA (admin withdraw or convert it to an F as the catalog states, after the second semester.
Jacksonville University		x	Yes - form	Majority of work complete, passing	Do not allow, after a year the incomplete results in an F if not resolved.
Juniata College		x	Yes - written request to faculty, approved by faculty & reg	sparingly used - only under extreme conditions	Four weeks to complete course - can walk, but can't get degree until all work is done
Kennesaw State *		x	Yes - form	close to "end of term", passing work	We call them walkers (up to 8 credits) but do not graduate until the end of the summer (August) when work is complete. If this doesn't happen then they move to December and then subsequently administrative withdrawn if there is no contact and contract of what the student is going to do.
Kentucky State Univ		x	Yes - written request from student, response with details from faculty	only in event that student missed one exam or lab (including final)	won't graduate a student with incomplete on record. Student has one semester to complete work, can get one additional semester extension for max of one year.
Mars Hill Grad. Sch.		x	Yes - form	failed to meet a specific requirement like final exam, passing at time	No incompletes allowed to graduate. In addition, students must earn a C or better in all required course work minus free electives
Minnesota St. Univ. *		x	Yes	"Relatively small amt of work not completed"	If the course is needed for graduation, they would have the option to finish the course or re-take the course (receiving an F in the first course) and we wouldn't graduate the student. If the course is not necessary, they would receive an F or WF and we would graduate him/her. (This is providing that their cum GPA was still a 3.0)
Morehead St. Univ.		x	Yes		Undergraduates cannot graduate with an I, IP or blank grade. Graduate students can graduate with an incomplete grade. We notify the student and discuss the option of changing the grade to a failing grade or not graduating the student until the course is completed or until the grade converts to a failing grade at mid-semester of the next term. We do not allow the student the option of changing the grade to a "W".

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Murray State Univ		x	Yes	"Relatively small part of work remains undone"	2006-07 Do not allow anyone with an Incomplete to graduate.
NY Inst. Of Technology		x			We wait for a Change of grade to come in or until the expiration of "I" to be changed to an F grade. Student's graduation date will be effected due to this.
Northern Kentucky Univ		x	Yes - recommend in writing	majority of work completed, passing at time of "I"	No degree posted unless all attempted and required course work is completed with a passing grade. Incompletes must be completed by midterm
Northern Michigan *		x	Yes - form	W period ended, passing at time	No degree posted unless all attempted and required course work completed
Oglethorpe Univ.	x				The I is automatically computed into the GPA as an F grade , so if its not a required class they can graduate. Student has 45 days to complete otherwise it's formally turned into a F.
Ohio University		x	Yes - written request from student to instructor, approval notification required	Majority of work completed	When the student applies for graduation, any Incomplete grades on his/her record will be calculated at "F" grades for purposes of determining eligibility for graduation. If the "I" is not completed within six weeks after graduation the grade will convert to "F".
Pepperdine Univ.		x	Yes - form	75% course complete, passing quality	We will not post the degree of any student with an incomplete. We default all incompletes to fails at the deadline for completion which is no later than the end of the following term. Students may petition to change the "I" to "W".
PillsburyBapt.BibleCol		x	Yes - form	Majority of course completed	
Purdue University		x	Yes - form	Must be passing at time issued	
Radford University, VA		x	Yes - form	majority of work completed, passing at time of "I"	Students not allowed to graduate with any incompletes on transcript - student has option of receiving "F" if not a required class or deferring graduation date until such a time that all course work is complete.
Roanoke College, VA		x	Yes - written request by student to faculty, approval by faculty & Reg	Majority of work completed	Extension for incompletes is only two weeks.

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Sam Houston *		x	Yes - formally petition instructor, copies to Reg	after W deadline, majority of work completed, no additional instruction or tutoring required of professor	One semester to complete outstanding coursework.
Scripps College		x	Yes - form	75% complete, passing & good attendance	We haven't had any students try to graduate with an outstanding "I" in the past 15 years, they generally need the course or the credit. Student have until 10th day of following term to complete course.
Sonoma State *		x	Yes, but sometimes by prof		Student has 12 months to complete
SE Missouri St.Univ.	x		Yes - form	After W deadline, satisfactory progress	Can participate in commencement only if the I isn't a required class and converting the I to a failing grade would not bring their GPA down too much. The I remains for one semester, then converts to a failing grade if the student has not done the work.
The Univ. of the Arts uas.alaska.edu	x		Yes - form	Passing work at time of issue	Student has until 6th week of following term to complete work. barbara.hegel@uas.alaska.edu UAS has a 'permanent incomplete'.
Unification Theol.Sem. Union College, KY	x				Students can march with no more than one "I", which needs to be resolved by the end of August. The student can graduate with an "I" only if the course with the "I" is not part of the graduation requirement, and if the minimum GPA is maintained in case the "I" turns into an "F". The "I" will change to an "F" unless resolved by the end of August. So for purpose of graduation eligibility, I grades are computed as failures
University of Kentucky		x	Yes - form	portion of requirements remain undone, reasonable possibility student will pass	Student has 12 months to complete I otherwise it turns to an "E" which calculates as a failure
University of Mass - Boston *		x	Yes - form	majority of work completed, passing	Student has 12 months to complete I otherwise it turns to an "F"
Univ of Michigan - Flint *		x	Yes	67% complete, passing quality	Student has one semester to complete otherwise turns to "E" which calculates as failure

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University of NC-G *		x	Yes - written request from student to faculty, faculty confirms approval and conditions, copies Chair & Reg	None specified	Student may participate in ceremony if the "I" isn't a required class and converting the I to a failing grade would not drop them below minimum qualifiers. Students have 6 months to complete
University of N Iowa *		x	Yes - written request with formal reply, copy to Reg	can't assign "I" before 13th week (final sixth), must be passing	
Univeristy of S Indiana *		x	Yes - form	majority of work completed, passing	Student has 12 months to complete course
Univ. of Oklahoma	x		Yes - written request to faculty who confirms approval and expectations, copy to Reg	Must be passing at time issued	If the "I" is not needed for graduation, we would graduate a student with an unresolved incomplete. The "I" remains a permanent grade on our record if not completed.
Univ. Tenn.at Chatt. *		x	Yes	Majority work done, passing	
University of Virginia		x	Yes - form	majority of work completed	
University of Wisconsin *		x	Yes - form	67% completed, passing quality	Students cannot graduate with an incomplete on their transcript. Students may request that an incomplete be converted to a failing grade prior to graduation to see if they qualify to participate. Students have one semester to complete

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Virginia Tech Virginia Wesleyan Col	x x		Yes - recommend in writing Yes	Majority work done, passing. If missed final exam, requires special permission from Dean & medical documentation n/a	award diplomas at ceremony - students MUST be confirmed as having completed everything Cannot graduate with an incomplete on record
Western Carolina *	x		Yes - form	majority of work completed, reasonable prospect student can pass by making up missed work	calculated as a failure if a required course for graduation eligibility. However, not officially changed to a failure until one semester after the incomplete was assigned (if the student didn't finish and earn a better grade)
Western Kentucky Univ	x		Yes	Majority of work completed	All incompletes must be resolved before a degree is awarded. Students have 12 weeks after the awarding of the incomplete to get it resolved.
W. Nevada Comm.Col Witchita State Univ *	x x		Yes - form n/a Yes - recommend in writing	75% complete with grade of C or better n/a	don't allow incompletes at all - so not a problem here
Winthrop University	x				
* Denotes Benchmark School					