



Kutztown University Policy ACA-095

Incomplete Grades

A. Purpose

The purpose of this policy is to establish guidelines for Incomplete grades.

B. Scope

This policy applies to all Kutztown University students and faculty.

C. Key words and phrases:

Incomplete grade (I): The grade awarded to students who have not satisfied all requirements of a given course. Beginning Fall 2012, an “I” grade will no longer count as an “F” grade in the GPA. For undergraduate students, all deficiencies must be removed by the end of the tenth week of the next semester. For graduate students, all deficiencies must be removed within the grace period of one year. If this requirement is not met, the “I” grade automatically changes to an “F” grade.

D. Policy & Procedure(s)

1. A professor may choose to assign a grade of Incomplete (“I”) when a student has completed most of the work for a class (typically at least 75%), is unable to finish coursework due to extenuating circumstances, and the student’s already completed work is of sufficiently high quality that the student could pass the course if the coursework is finished satisfactorily.
2. A student may request a grade of “I”, but a professor is not obligated to grant such a request regardless of the circumstances. An “I” is not intended to replace a course withdrawal, including a withdrawal for medical reasons, and should not be assigned when a withdrawal is more appropriate.
3. The professor is expected to communicate with the student prior to assigning an “I”, and a student may decline to receive an “I”. This communication should include the submission of the attached Incomplete Grade Work Agreement, which includes the professor’s expectations for incomplete or missed work and a specific due date by which the student must submit this work. If the student does not complete the assignment(s) by the professor’s due date, the student will not receive credit for assignment(s) and the grade will be calculated based on grading parameters as set in the course syllabus.
4. For undergraduate students, the “I” automatically changes to an “F” at the end of the 10th week of the next semester if the professor has not submitted a grade by that date. The professor may instead choose to submit an Incomplete Grade Extension form.

Policy ACA-095

5. For graduate students, the “I” automatically changes to an “F” one year from the end of the semester in which the “I” was awarded if the professor has not submitted a grade by that date. The professor may instead choose to submit an Incomplete Grade Extension form; please note that beginning the first semester of registration in a degree program, Master of Social Work students and students in counselor education degree programs have eight (8) years to complete all degree requirements. For other programs, all requirements for a master’s degree at Kutztown University must be completed within six (6) years, and doctoral students have seven (7) years to complete all degree requirements. These timelines include completion of thesis and/or dissertation, where applicable.

E. Effective Date

Spring 2025

F. Approved By

University Curriculum Committee –
University President – December 7, 2024

STUDENT-FACULTY INCOMPLETE GRADE AGREEMENT

The purpose of this document is to formalize the terms of receipt of an incomplete grade between students and their professor for the work described below and the date it shall be due. The **Student-Faculty Incomplete Grade Agreement** addresses the specific tasks, responsibilities, and other relevant issues associated with this arrangement. Please read and complete this form. All work must be completed by the deadline specified in ACA-XXX unless otherwise specified below.

Course Title: _____

Semester: _____

Faculty Member: _____

Student: _____

Date incomplete work must be completed:

Detailed description of work required/remaining:

Agreement Statement

I, _____ am hereby acknowledging that by receiving a grade of "I" (incomplete), I am required to complete the remaining work for this course by the due date indicated above. Should I fail to complete the assigned work by the date indicated above, I recognize that, per the strictures of Kutztown University Policy (ACA-048, section C), my grade will automatically turn into an "F".

Faculty member's signature _____ date _____

Student's signature _____ date _____

Faculty member's department chairperson and student's major program(s) academic advisors will receive copies of the signed agreement.