

# UAMS Academic Affairs Policy – 2.2.12



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs**

**Subject: Incomplete and In-Progress Grades**

**Number: 2.2.12**

**Date Approved (Council of Deans, Provost): 02/23/2021**

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## **PURPOSE**

Individual student circumstances may result in the need for assignment of an Incomplete (I) or In-Progress (IP) grade for a class in a particular term. Assignment of an Incomplete or In-Progress grade is made at the discretion of the class instructor within the parameters of this policy, and resolution of *I* or *IP* grades is required within the time period specified in this policy.

## **DEFINITIONS**

Class End Date: The class end date is the date listed in the official GUS Schedule of Classes. The class end date may vary from the official term end date.

Incomplete Grade: Denoted as an “I” on the student academic record, an Incomplete grade is applied when an instructor, in consultation with the student, determines that the student is unable to complete all class requirements before the scheduled end date for the class session or term.

In-Progress Grade: Denoted as an “IP” on the student academic record, an In-Progress grade is applied when special circumstances require class instruction to extend beyond the published end date for the class.

Term End date: The term end date is the official last day of the regular term as published by the Office of the University Registrar (OUR) in the Five-Year Academic Calendar.

## **POLICY**

### **Incomplete Grades**

A class instructor may elect to assign a student a grade of Incomplete (I) if an individual student requires additional time to complete class requirements beyond the published end date for the class.

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The *I* grade may be assigned by the instructor directly to the grade roster in GUS, or by the standard change-of-grade process through the OUR. The instructor must inform the student, in writing, of the anticipated date by which the coursework must be completed.

An Incomplete grade may be assigned when the student has participated in the class throughout the term/session but needs additional time to complete as determined by the instructor. An Incomplete grade may not be assigned if a student stops participating in the class and intends to restart classwork at a later date beyond the published class end date. A student who ceases class participation in this manner must drop/withdrawal from the class. If a student must stop participating in all coursework during a term, a term withdrawal and leave of absence may be required (See Academic Policy 2.2.10).

## **In-Progress Grades**

An *IP* grade is applied in consultation with the Office of the University Registrar (OUR) and is generally available when an extension is required for an entire class of students for reasons beyond the students' control. If an entire class experiences an unavoidable interruption in class content or progression (e.g., a class module/clinical experience is delayed), the instructor must contact the OUR immediately (prior to the scheduled class end date) to determine an appropriate course of action. This may include updates to the official class end date, or the assignment of In-Process (IP) grades for all students in the class. NOTE: These circumstances may have implications for Student Financial Aid and Veteran benefits.

## **Completion of Incomplete/In-Progress Coursework**

Unless otherwise specified by a student's college or academic department policy, a student is required to complete all requirements for a class in which she/he earned a grade of *I* or *IP* by the last day of the next regular term in which the student is enrolled. Any Incomplete or In-Progress grade for which an extension was not approved by the college must then be converted into a regular grade based on the course's grading scheme. A student may request an extension of time to complete class requirements from her/his academic college, or the college may request an extension to the standard deadline on the student's behalf. If approved, the college must provide written notification of the extension to the OUR.

The OUR will review outstanding Incomplete and In-Progress grades after the grades submission deadline for each term, and will notify the college when such grades have not been resolved within the standard required time period. The college may also request an Incomplete/In-Progress grades status report from the OUR at any time to accommodate college-level policies or non-standard timelines. The college will determine the grade into which the *I/IP* will be converted. The grade may be converted into a failing grade or to the grade that was earned based on the student's actual progress in the course. The college will notify the OUR of the final grade into which the *I/IP* will be converted.

## **College-Level Completion Timeline Exceptions**

### Clinton School of Public Service (CSPS)

The CSPS requires Incomplete/In-Progress grades to be completed within 90 days of the end of the class.

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## College of Pharmacy (COP)

The COP requires Incomplete/In-Progress grades to be completed within four weeks following the end of that term unless an extension has been granted by the college.

## College of Public Health (COPH)

The COPH requires an Incomplete grade to be completed within twelve weeks from the beginning of the next semester unless there is a written and signed agreement between the student and instructor.

## **RELATED POLICIES**

- Student Leave of Absence Policy, Academic Policy 2.2.10