

# UNDERGRADUATE INCOMPLETE POLICY

## Policy

The grade of incomplete (I) is a temporary grade that indicates that a student has not yet completed all requirements for a course as outlined on the syllabus but could pass the course if they were to complete those outstanding requirements. The “I” grade is only appropriate where unexpected and/or unavoidable circumstances—in most cases occurring near the end of the semester/term—have prevented a student from completing a limited number of remaining course requirements that can reasonably be completed by an agreed-upon deadline.

A student seeking an incomplete grade must first communicate this request to their instructor in writing before the end of the semester/term<sup>1</sup>. The instructor should evaluate whether the request aligns with the purpose of an incomplete grade, as described above. If the instructor denies the request, then the student should be graded based on the work completed. If the instructor agrees to an incomplete grade, then the next step is for the student to submit the Incomplete Grade Agreement Form. The Incomplete Grade Form will become available in Albert beginning the day after your session withdrawal deadline.

When the instructor receives the Incomplete Grade Agreement Form, they will be asked to provide the following required information: (a) what specific work needs to be completed, (b) the deadline by which it needs to be completed *[as early as possible in the subsequent semester/term but no later than two weeks before the incomplete grade lapse deadline (see below)]*, and (c) a contingency grade, i.e., the grade the student would receive if they were not to complete the agreed-upon work. (Students will not see the contingency grade until after the end of the semester/term.)

It is strongly recommended that the deadline for resolving outstanding course requirements be set as early as possible, to avoid overloading students with academic work in the subsequent semester. The instructor is not obliged to consider work submitted after the deadline indicated in the Incomplete Grade Agreement Form.

If the student does not submit the required work and the final grade is not submitted by the applicable incomplete grade lapse deadline, then the “I” grade will lapse to the contingency grade noted on the Incomplete Agreement Form, as follows:

- *Incompletes earned in Fall semester and January term:* “I” grade lapses on the last day of final exams at the end of the Spring term [NYUAD does not permit incomplete grades in the January term]
- *Incompletes earned in Spring semester and Summer term:* “I” grade lapses on the last day of finals in the Fall term [NYUAD does not permit incomplete grades in the Summer term]

As noted above, it is strongly recommended that the deadline for resolving outstanding course requirements be set early in the subsequent semester. If, however, the student and instructor agree that more time is needed, then this deadline should be set for no later than two weeks before the incomplete grade lapse deadline, to allow time for evaluating and grading submitted work.

<sup>1</sup> Students seeking an incomplete grade for a course offered by a study away site must first communicate this request to the study away site academic team, not the instructor.

## Extension of a Grade of Incomplete

In extraordinary circumstances (including but not limited to serious illness or family crisis), a student may need an additional extension of the incomplete grade. Students needing an extension should contact their advisor for specific information about the incomplete grade extension process in their home school.

## Considerations for Incomplete Grades

*Applicable to all undergraduate students.*

### Study Away

As noted above, students seeking an incomplete grade for a course offered by a study away site must first communicate this request to the study away site academic team, not the instructor.

### Financial Aid

Students who are receiving financial aid should be aware that most state and federal financial aid awards are contingent upon their satisfactory academic progress (SAP). According to SAP rules, to be eligible for state and federal financial aid students must earn a passing grade (A, B, C, D, or P) in a minimum of courses in which they are enrolled each semester (67% for undergraduates and 80% for graduate students). A grade of incomplete (I) is not considered a passing grade and can thus have a negative impact on a student's financial aid. Students can learn more about SAP on the NYU Eligibility for Financial Aid web page (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>).

### Degree Conferral/Graduation

Grades of incomplete prevent degree conferral and graduation until resolved.

### Course Sequencing

Course pre- or co-requisites are not satisfied by a grade of Incomplete. Students may be de-enrolled from subsequent courses if the incomplete grade is not resolved in a timely manner.

### Eligibility for Varsity Athletics

An incomplete grade from a prior semester may prevent a student-athlete from being able to compete as a member of their team, since “Good Academic Standing” cannot be confirmed.