

## College of Education and Human Development

"Incomplete" Graduate Education Policy

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Policy Contact: Schee Moua, Director of Graduate Education Initiatives and Michael DallaValle, Assistant Director of Graduate Education Initiatives

This CEHD policy establishes rules and guidelines for managing and upkeeping "Incomplete" records for graduate level courses, specifically, the necessary documentation and protocols after Incompletes have been assigned. Any policies, rules, or contracts that outline the conditions for issuing an Incomplete are under the purview of the department, but must align with University policy found here under section B:

<https://policy.umn.edu/education/gradingtranscripts>

In addition, any policies, rules, or specified conditions for issuing an Incomplete should be clearly articulated in the Department's student handbook.

### After Assigning an Incomplete

Unlike undergraduate processes where "I's" are automatically changed to "F's" after a certain period of time, graduate level "I's" will remain on the transcript until it is manually changed by the course instructor or a department staff. While this offers graduate faculty more latitude in addressing the unique circumstances of each Incomplete, it increases the likelihood of numerous indefinite 'Incomplete' statuses. Therefore, after an Incomplete is assigned:

- Course instructors assume primary responsibility for reviewing and grading submission of outstanding coursework.
- Course instructors assume primary responsibility for issuing final course grades and/or issuing "F's" if the student does not complete satisfactory work in accordance to the Incomplete contract/ written agreement.
- Course instructors assume primary responsibility for managing their own students' active incompletes, ensuring their assigned "I's" do not exist beyond the timeframe outlined in each Incomplete contract/ written agreement.
- If course instructors leave the University:
  - Course instructors must outline and enforce stipulations of each written agreement while they remain at the University, however signed agreements will also be catalogued and housed by the department's administration via a formalized process of their choosing.
  - Departments are expected to have a clearly outlined procedure to oversee and manage the record keeping for Incompletes
  - With formal tracking of signed agreements, the department administration will also be responsible for maintaining updated records of their department's pending Incompletes, ensuring "I's" do not exist beyond the timeframe outlined in each written agreement.

- Upon an instructor's departure, department administration are responsible for notifying the student and assigning an appropriate faculty member to oversee all aspects of the departing instructor's active incompletes. This includes reviewing/grading outstanding course work, enforcing stipulations of the written agreement, changing grades in the system, and updating records of the departed instructor's active Incompletes.