

Cheyney University Policy Number AA-2010-1077

Policy on Incomplete Grades

Approved by: Academic Affairs Council/President's Council

History: Issued -- 2/18/09

Revised -- N/A

Additional History N/A

Related Policies: N/A

Additional References: N/A

Description/Explanation of Item:

Undergraduate and Graduate students who receive "Incomplete" grades for their coursework must make an arrangement with the instructor outlining what is required to complete the course. The "Incomplete" grade will default to an "F" grade at the end of the 10th week of the next subsequent regular semester.

The default period is the point in time the grade converts to an "F" for QPA calculations, assuming the student has not completed the assignments or the instructor has not turned in an alternate grade.

Faculty members may request that students complete work prior to the default period and turn in a change of grade form based upon the arrangement with the student.

Options exist through use of other grading symbols to "carry over" grades without conversion to an "F" in cases such as continuing research courses (see SA-008).