



Granite State College

Office of Academic Affairs

INCOMPLETE GRADE PROCEDURES

In extenuating circumstances an Incomplete (“IC”) grade may be assigned at the instructor’s discretion, and in accordance with the eligibility requirements set forth below.

Students may request an “IC” grade for more time to complete required coursework, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and any additional factors that the instructor deems relevant. To be eligible for an “IC” grade, students must be passing the course at the time of the request, and must have completed at least 75 percent of the major coursework as specified in the syllabus.

All “IC” grades require a written agreement specifying the remaining coursework required for completion and timeline for removal of the “IC” grade. This agreement must receive approval of the instructor and the Dean, or assigned designee, of the department or program. If the coursework is not completed within the prescribed timeframe, the “IC” will automatically change to an “F”. The exact timeline is at the instructor’s discretion however the maximum time to complete all coursework is as follows.

TERM	DEADLINE	REQUIREMENT
Fall Term	February 1st February 14th	Work due from student to faculty Grades due from faculty to gsc.grades@granite.edu
Winter Term	June 1st June 14th	Work due from student to faculty Grades due from faculty to gsc.grades@granite.edu
Spring Term	September 1st September 14th	Work due from student to faculty Grades due from faculty to gsc.grades@granite.edu
Summer Term	November 1st November 14th	Work due from student to faculty Grades due from faculty to gsc.grades@granite.edu

Eligibility Requirements:

1. A student who has experienced a documented extenuating circumstance that has prevented him or her from completing coursework and who has successfully completed 75% of the coursework is eligible to petition for the grade of incomplete. Eligible students must follow the procedures stated above or negate eligibility.
2. Students who are graduating seniors cannot receive a grade of Incomplete and graduate. An incomplete grade automatically postpones graduation.

Procedure:

1. The student must complete, with the faculty member, the Incomplete Grade Contract form no later than the last day of the term ending in which s/he is enrolled for the course. Reminder that 75% of coursework must be completed to be eligible.
2. **The student must formally petition the instructor in writing for the grade of Incomplete, using the Incomplete Grade Contract form.** The petition is an agreement stating the work to be completed, a completion date, reasons for the petition, and must include signatures from the student, instructor and Associate Dean/Program Director of the respective area. If submitting for multiple courses, one contract per course should be submitted.
3. In conjunction with the faculty member the student will outline the proposed plan for completion and deadlines and submit to the faculty member for their signature.
4. **The completed contract (with all fields and signatures filled in) should be submitted either via the instructor's go.granite email or via hard copy to Academic Affairs by the last day of the course (on a Friday):**

gsc.incompletes@granite.edu

*Proper file name convention for this contract is as follows:
StudentIDLastNameFirstNameTermCourse

*The Go.Granite email address can serve as a signature for the form

OR

Mail the signed contract to the main GSC campus:
Office of Academic Affairs
Granite State College
25 Hall Street
Concord, NH 03301

5. Upon submission, the Associate Dean/Program Director will notify the faculty member if the Incomplete Grade Contract is approved or not approved. **Do not assign a grade via WebROCK, leave this blank for the student.** The registrar's office will update the student's record to an "IC" grade if approved.
6. The work to be completed in the Incomplete Grade Contract must be completed by the stated completion date in the contract.
7. The faculty must submit the final grade via the go.granite.edu email by the final grade submission date stated in the contract:

Final grades must be submitted by the faculty from the go.granite.edu email to:

gsc.grades@granite.edu

Only one grade per course per email. Include the student's name, ID, course number, CRN (course reference number), and final grade in the email. All due dates stated on the

incomplete agreement must be met. If the coursework is not completed within the prescribed, agreed to timeframe, the “IC” will automatically change to an “F”.

8. **Extensions:** If an extension to the original Incomplete Grade Contract’s agreed upon timeframe is necessary, then the faculty member must fill out the “Incomplete Grade Contract - Extension” form one week prior to the original contract’s Final Grade Submission Date in order for it to be reviewed. Extensions are applicable up to one additional term from the original Incomplete Grade Contract submission. Submissions must go to gsc.incompletes@granite.edu. Extensions will be reviewed and a final decision will be made by the Provost. The faculty will be notified of the final decision and must inform the student.