Questions to Consider when Assigning an Incomplete ("I") Grade

When is it appropriate to assign an incomplete grade?

- If a student has completed a majority of the coursework with passing quality.
- If there is evidence of hardship which prevented the student from successfully completing the coursework.
- If an incomplete is essentially a time extension to complete the coursework.

How do I record the incomplete grade?

- In myZou, assign an “I” grade AND provide specific details and deadlines on how the student is to successfully completing the course.
  - The details should **NOT** ask students to re-do the entire course next semester (with you or a colleague). If a student needs to re-take the entire course, you should assign the grade the student has earned for the semester and the student should enroll in the course a subsequent semester. The student can do a grade replacement if needed to replace a grade of C- or lower.
- It is also a strongly recommended to send an email to the student’s MU email address with the specific details.

How do I change the incomplete grade to the assigned grade?

- Once the grade is earned you can go into your grade roster and assign the earned grade.

Pros & Cons for students when an incomplete in assigned:

<table>
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<tr>
<th>Pros</th>
<th>Cons</th>
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<td>o Students are able to finish a course even if a hardship prevented them from successfully completing the course during the semester.</td>
<td>o A student has a maximum of 1 year to complete the coursework. Therefore, they might be completing work for a course that is not on their schedule.</td>
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<td>o Students do not pay for the course again.</td>
<td>o Some students’ financial aid may be impacted if all of their semester coursework isn’t finished on time.</td>
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<td>o If a student is on the graduation list for that term, an incomplete will automatically turn to an “F”.</td>
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