

Below is updated language approved by the Student Affairs Committee (SAC) of the Faculty Senate at their meeting on March 2, 2023. The update is for the Registrar's website and the UVM undergraduate catalogue AY 23-24. (additions approved by SAC highlighted)

1. Expanding the Registrar's office website language to offer better guidance

R/O definition and policy, [INC Grade](#):

INC: This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student's college/school dean. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again. Instructors will fill out an electronic incomplete grade exception request to the student's college/school dean and include the reason for the incomplete as well as the completion date agreed to by the student and instructor. It is the student's responsibility to learn from the student's college/school dean whether the request has been approved, the expected date of completion, and, from the instructor, the nature of all outstanding requirements. Incompletes may be approved due to extenuating medical, academic, or personal circumstances beyond the student's control. An incomplete can only be issued with the agreement of the Dean's office, the faculty member, and the student. The student's Dean's office is responsible for deciding whether a student's circumstances meet the criteria for an incomplete, after which the faculty member should use the guidelines below to determine whether to offer the incomplete, and set the time frame for completion.

The following guidelines should be followed when assigning incompletes:

- Incompletes can only be offered after the Withdraw deadline has passed
- Incompletes should be requested of the Dean's office by the last day of classes
- An incomplete can only be offered if a) it is still mathematically possible for the student to pass the course once missing work is graded and b) the faculty member reasonably believes the student will complete missing work at a level required to pass the course
- In general, an incomplete should only be offered if the student has completed at least 60% of the work for a course at the time of requesting an incomplete
- If the faculty member agrees that an incomplete should be offered but will be unavailable to assign a grade, the department Chair should take on this role or arrange for an appropriate available faculty member to do so
- An incomplete must be requested before the student has turned in the final assessment (exam, paper, project) for the course

- A student cannot be issued a third incomplete when they have two (or more) incompletes outstanding from a previous semester. Exceptions are at the discretion of the Dean's office.

2. Undergraduate catalogue language changes

Undergraduate Catalogue definition and policy, [INC Grade](#):

INC: This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student's college/school dean. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again.

Incompletes may be approved due to extenuating medical, academic, or personal circumstances beyond the student's control. An incomplete can only be issued with the agreement of the Dean's office, the faculty member, and the student. The student's Dean's office is responsible for deciding whether a student's circumstances meet the criteria for an incomplete, after which the faculty member determines whether to offer the incomplete based on established guidelines (link to RO page?). The faculty member will also establish the timeline for completion.