

FAU FLORIDA ATLANTIC UNIVERSITY	NEW / CHANGE PROGRAM REQUEST Undergraduate Programs	
	Department _____ College _____	UUPC Approval <u>9/8/25</u> UFS Approval _____ Banner _____ Catalog _____
Program Name _____	New Program* Change Program*	Effective Date (TERM & YEAR)
Please explain the requested change(s) and offer rationale below or on an attachment.		
*All new programs and changes to existing programs must be accompanied by a catalog entry showing the new or proposed changes.		
Faculty Contact/Email/Phone _____	Consult and list departments that may be affected by the change(s) and attach documentation	
Approved by N/A Department Chair _____ College Curriculum Chair N/A College Dean [Signature] UUPC Chair Korey Sorge Undergraduate Studies Dean Dan Meeroff UFS President _____ Provost _____		Date _____ 07/08/2025 9/8/25 9/8/25 _____

Incomplete Grades

An incomplete ("I") is a temporary designation given at the discretion of the instructor for work not completed due to serious, documented interruption, not caused by the student's own negligence. Incompletes are not to be used for students to do extra work to raise the grade earned during the original term; they are for completing work that was legitimately missed. An incomplete ("I") is neither passing nor failing, and it is not used in computing a student's grade point average.

An incomplete may be granted at the instructor's discretion and requires a formal agreement outlining the missing coursework, deadline for completion, and default letter grade if the missing coursework is not completed by the specified timeframe. Students receiving an "I" must complete the missing coursework by the deadline provided. Deadlines may not exceed one calendar year from when the "I" is assigned. It is the student's responsibility to make arrangements with the instructor for the timely completion of the missing coursework. It is the instructor's responsibility to submit the change of grade once the missing coursework is completed ([insert link](#)).

Students should not re-register for the same course to make up the incomplete coursework in a subsequent term.

~~Students who register for a course but fail to complete the course requirements without dropping the course will receive a grade of "F" from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average. The "I" grade is not to be used to allow students to do extra work to raise the grade earned during the regular term. It indicates a grade deferral and must be changed to a grade other than "I" within a specified time frame, not to exceed one calendar year from the end of the semester during which the course was taken.~~

Students cannot graduate from any FAU degree program (including an Associate of Arts (A.A.) degree) with a grade of an incomplete ("I") on their academic record. Additionally, students pursuing the A.A. degree cannot graduate with an "I" grade on their transcripts.

~~Instructors use the online grading system to enter "I" grades and expectations for course completion. This includes the academic work the student is missing, the deadline for completion of that work and the grade that will be assigned if the work is~~

not completed by the deadline. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

Possible ways to resolve "I" grades are:

- 1.—Complete the work required in the "I" grade agreement made with the instructor.
- 2.—Request that the default grade filed by the instructor be immediately recorded. With approval of either the instructor or department chair, a grade of "F" may be recorded if the instructor did not submit the required documentation with the "I" grade.
- 3.—Petition to withdraw from the course, if exceptional circumstances show merit.

Changes to incomplete grades not resolved beyond the one-year deadline require approval at the University level. See Changes of Grade language, second paragraph above.

Individual colleges/departments may establish more strict requirements for incompletes.

Students with an incomplete are strongly encouraged to consult with their academic advisor regarding impacts to specific degree requirements.

[Link to additional grading information for graduate students](#)