



POLICIES

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Subject: MMC PA Program Incomplete Grade Policy.

PURPOSE:

The purpose of this policy is:

To provide parameters for awarding and removing Incomplete ("I") grades in PA Program courses.

POLICY STATEMENT:

The grade of "I" (Incomplete), indicates that the student has satisfactorily completed at least three-fourths of a course, but that for legitimate reasons a small fraction of the work remains to be completed; or that the student's record indicates that he or she can obtain a passing grade, but lacks a specific requirement such as the final examination, because of illness or some other unique or extraordinary circumstance beyond the student's control.

DEFINITIONS:

PROCEDURE:

A student receiving an "I" must complete the requirements for the course to remove the "I" within the approved time frame established by the Course Director. If the requirements are not completed within the specified time, no credit will be given and the Office of Admissions and Records will automatically record the final grade as "F."

At the time final grades are reported, any student who has not completed all course requirements will be assigned a grade of "I" (Incomplete). The "I" grade can then be changed to the appropriate letter grade once the course requirements have been met.

The grade of "I" (incomplete) is a neutral mark, not an alternative to a grade of "F." No student who is failing a course when grades are awarded may receive an "I." The student should have completed a substantial portion of the required coursework for the semester satisfactorily to receive an "I."

The "I" grade is intended to be temporary and to be used when a student, for reasons acceptable to the Course Director, is unable to complete certain identifiable requirements of a course and cannot be assigned another grade.



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EXHIBITS: