



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	POLICY NUMBER:	PAGE NUMBER
	CHAPTER: Academic Policies	
	SUBJECT: Grades: IF Grades	
RELATED POLICIES:	EFFECTIVE DATE: 3/24/2010	
	SUPERSESION:	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

IF Grades

I. POLICY:

Grades of 'IN' (Incomplete) for which grade change forms have not been submitted to assign a permanent letter grade for the course after one full year will become a grade of 'IF' (Incomplete F). Grade changes to 'IF' grades will occur automatically after one year has elapsed. The grade will be reflected as a true "F" in the student's GPA calculations. Changes to 'IF' grades must be appealed to, and approved by, the APAA or the Provost, and such requests must be accompanied by an explanation from the instructor.

II. PURPOSE:

The purpose of this policy is define and 'IF' grade, state when it will be assigned, and indicate how it will be factored into GPA calculation.

III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. GPA: Grade Point Average; equivalent of the cumulative scholastic average.
- C. Incomplete: The grade of incomplete (IN) is a temporary mark assigned for course work of acceptable quality that students, through no fault of their own, are unable to complete.
- D. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.

IV. PROCEDURES:

- A. The student and instructor will reach agreement that a grade of 'IN' will be assigned for a course and all appropriate procedures for such a policy will have been followed.
- B. If, after one year, no grade has been assigned the grade will automatically be changed in Banner to an 'IF'.
- C. The grade will be reflected as a true 'F' in GPA calculations.
- D. If a student wishes to appeal the 'IF' grade they must seek approval from the APAA or Provost and provide documentation supporting a grade change from the instructor. 'IF' grades will only be changed if the

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instructor can provide documentation that the incomplete agreement was satisfied, and a grade change is warranted.

V. RESPONSIBILITY:

- A. It is the student's responsibility to ensure that incomplete coursework is completed in order to receive a letter grade and honor points.
- B. Banner will automatically change an 'IN' to an 'IF' if a grade is not entered after one year has elapsed.
- C. The APAA or Provost is responsible for approving any changes to a grade of 'IF' if the appropriate documentation for a different letter grade is provided by the instructor.
- D. The student is responsible for appealing a grade of 'IF' and instigating a grade change with the APAA.

VI. AUTHORITY:

VII. HISTORY

May 15, 2006
March 24, 2010

VIII. ATTACHMENTS: