

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Incomplete Grades</b>		<b>SOP #: RR.022.01</b>
Effective Date	3.11.2021	
Last Revision/Review	3.3.23, 5.3.2023	

### **1. Purpose**

The grade of Incomplete "I" is exceptional and given only to students whose work in a course has been of passing quality but is incomplete due to circumstances beyond the student's control.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Office of the Registrar, Assistant Dean of Assessment or designee, Course Director

### **4. Definitions/Abbreviations**

I - Incomplete

### **5. Procedural Steps**

- A Course Director, following consultation with the Assistant Dean of Assessment or designee, may assign the grade of "I" to indicate that a student has been unable to complete all the course requirements for reasons beyond their control (e.g., death in the family, significant illness or injury, etc.).
- When the grade of "I" is assigned to a course, the student must complete the course requirement before the beginning of the next term unless the Course Director, with the concurrence of the Office of Evaluation and Assessment or designee, has provided a specific alternative time period, not to exceed one year from the original end date of the course. The student will be informed in writing of the requirements and timeline for completion of the course using the "Incomplete Grade Form". The "Incomplete Grade Form" will be submitted to the Office of the Registrar by the Course Director.
- Once all course requirements have been attempted, the Course Director must assign a final grade of "P" or "F" in place of the "I" grade. The Assistant Dean of Assessment, in conjunction with the Course Director, will submit a "Change of Grade Form" to the Registrar. If the requirements for the incomplete course have not been met within the specified time limit as stated in the "Incomplete Grade Form", no agreement has been made to extend the time limit and the student has not withdrawn from school, a final grade of "F" will be assigned by the Course Director on the "Change of Grade Form".

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

The Registrar developed the process and will review it annually.

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### **8. Signature**

Approved by  
Registrar

5.16.2023  
Date

### **9. Distribution List**

Internal

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]	Reclassified under RR		3.3.23
5.3.2023	5	Changed Assistant Dean of Assessment to Office of Evaluation and Assessment		5.16.2023