

Policy S-1.13
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: ASSIGNMENT OF INCOMPLETE GRADES

POLICY: Students in the College of Nursing are expected to be in compliance with all University of Florida and College of Nursing progression policies.

An incomplete grade may be assigned at the discretion of the faculty member as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, but has been unable to complete course requirements before the end of the term because of extenuating circumstances. The student must obtain approval from the faculty member, arrange for resolution of the requirements, and establish a deadline for completion with the faculty member.

RATIONALE: Progression in College of Nursing courses is dependent upon the student's ability to meet established academic standards within the required time period.

PROCEDURE:

1. Any student seeking an incomplete grade will develop a plan with the faculty member responsible for the course, to complete course requirements. A College of Nursing Incomplete Grade Form (See Attachment #1) must be completed, signed and forwarded electronically to the Assistant Dean for Student Services and the appropriate Associate Dean responsible for the course prior to assignment of the "I" grade. A definite date for completion must be established. The Assistant Dean for Student Services will inform the appropriate academic advisor of the "I" grade.
2. Any student seeking an incomplete grade will develop a plan with the faculty member responsible for the course, to complete course requirements. A College of Nursing Incomplete Grade Form (See Attachment #1) must be completed, signed and forwarded to the Assistant Dean for Student Services and the appropriate Associate Dean responsible for the course prior to assignment of the "I" grade. A definite date for completion must be established. The Assistant Dean for Student Services will inform the appropriate academic advisor of the "I" grade.
3. Upon completion of required work, the faculty member will submit an electronic Change of Grade to the administrative assistant of the Office of Academic Affairs.
4. The administrative assistant will electronically submit the change of grade to the Office of the Registrar.

Per University of Florida requirements, "I" grades are completed as follows:

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a. Undergraduate Courses

(<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#incomplete>)

b. Graduate Courses

<https://catalog.ufl.edu/graduate/regulations/#text>

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Attachment #1

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Incomplete Grade

COURSE NUMBER AND NAME: _____
STUDENT'S NAME: _____
INSTRUCTOR'S NAME: _____
SEMESTER: _____ **YEAR:** _____

Reason for receipt of an Incomplete Grade: _____

SPECIFIC Requirements for Completion of Course: _____

Note: All pre-requisite courses must be completed in order to progress to sequential courses.

Date by which all requirements **Must be Completed** for removal of "I" grade: _____

Date by which Classroom or Clinical Audit **will be completed:** (If applicable): _____

Student's Signature

Date

Instructor's Signature

Date