

Policy S-8
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

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TITLE: ASSIGNMENT OF INCOMPLETE GRADE

POLICY: A student who is passing a nursing course but has not completed all of the required work for the course at the end of the term may, with the permission of the instructor, be assigned a grade of **I** in accordance with University policy described in the University Bulletin.

Students with an **I** in a nursing prerequisite clinical course may not enroll in subsequent clinical courses. Students with an **I** may enroll in theory courses with permission of the faculty and Associate Dean of Academic Affairs

RATIONALE: The grade of "I" (Incomplete) is used only in those exceptional cases when a student for reasons beyond his or her control has failed to complete a well-defined portion of a course.

PROCEDURE:

1. Once it has been determined that circumstances are beyond the students control and that a passing student cannot complete the required coursework by the end of the semester, the faculty member may assign the grade of **I** on the grade roster. The faculty member conveys to the student what requirements remain to receive a final grade for the course.
2. An **I** will be changed to a final grade at the time the student completes the required work. Grades of **I** are not assigned to any courses if a student withdraws from the University.
3. Unless the instructor notifies the Registrar of an extension of time, an **I** not removed by the end of the next term in which the student is enrolled will be recorded as an **IE** (Incomplete Expired). An **IE** will compute as an **F** in grade point average calculations. Students may not reregister for courses in which an **I** has been received. If they do so, the original **I** will automatically be changed to an **F**.

Approved by:	Management Team	4/07/04	
	Faculty	4/23/04	4/18/08
	Dean	4/27/04	4/18/08