Policy S-8
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

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 Bulletins.

Students with an "I" in a nursing prerequisite clinical course may not enroll in subsequent clinical courses until the "I" is resolved. Students with an "I" in a pre-requisite clinical course may enroll in theory courses with permission of the faculty and Associate Dean for 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 student's 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 in writing the deadlines and requirements to receive a final grade for the course. A copy of the written information should be placed in the student's academic file in Room 103.

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:
  Faculty: 4/23/04   4/18/08   8/11/10   1/24/2020
  Dean: 4/23/04   4/18/08   4/11/10   1/24/2020