**CURRENT POLICY ON INCOMPLETE GRADE**

**Grade of Incomplete**

When a student has completed all except the final requirements for a course, but due to uncontrollable factors is unable to complete the final assessment portion, the instructor may assign a temporary grade of Incomplete (“I”).

1. The grade of “I” is assigned 0 (zero) credits.

2. The grade of “I” has no grade points and is not included in the calculation of the GPA.

The following criteria for awarding or refusing an “I” must be adhered to:

* A grade of “I” may be awarded only for a serious event that occurs in the last few days of a course. Examples include a serious accident to the student, hospitalization, or the death or serious illness of a close relative. Documentary proof has to be produced for the above. Educational reasons, such as participation in an international educational event that coincides with a final examination, may also justify an “I”.
* The student must have completed all course requirements prior to the uncontrollable event.
* An “I” may not be awarded for failure to attend class at earlier periods in the semester, as the student will have had sufficient time to make up the time missed.
* An “I” may not be awarded merely in order to give a student more time to complete a task. This gives him/her an unjustifiable advantage over other students.
* An “I” may not be used as an excuse for failing to meet the course attendance requirements, which are stated in every syllabus.
* An “I” may not be awarded as a substitute for a failing or poor grade.
* A student’s need to seek employment in order to pay for his/her studies does not constitute a justification for an “I”.
* If an instructor feels that there may be a case for a grade of “I” to be awarded, he/she must first discuss this with the Chair or Dean or Director, who must agree that the “I” is in accordance with both KIMEP University and the college or school policy.

**Removal of Incomplete**

* It is the student’s responsibility to arrange to make up the work that has been missed.
* It is also the student’s responsibility to contact the instructor and determine what work needs to be completed in order to convert the “I” into a standard grade.
* The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion.
* *The grade “I” should be changed by the instructor to a letter grade (A, B, C, etc.) immediately after the student completes all course requirements. This should be done as soon as possible but at the absolute latest by the end of the seventh week of the semester following that in which the “I” was assigned. (The summer semester is not considered a full semester.) An electronic “Change Grade Form” shall be used for this purpose. Appropriate documentation must be accompanied with evidentiary support.*
* Academic Leave (AL) does not exempt the student from completing needed work in order to convert the “I” into a standard grade in time.
* If a student fails to complete all requirements as assigned by the instructor during the allowed time period after the incomplete grade was received, the “I” will automatically convert to an “F”.
* If an instructor who has assigned a grade of “I” to a student leaves KIMEP before the time limit, the Dean will assign another faculty member to evaluate the remaining coursework and to convert the incomplete to an appropriate letter grade. The Registrar should receive formal notification of the name of the responsible faculty member and all current assessment records of the student; course syllabus and remedial components shall be transferred from the former to the new instructor. The Registrar will not sign a final clearance form for the departing faculty member without formal notification from the Dean on all of the above.
* A student may elect to repeat a course rather than remove the incomplete. In such cases the student must register for the course again and pay the regular tuition fees.
* Prolongation of Incomplete Grade for regular courses for undergraduate and graduate students is prohibited
* *Master students can apply for prolongation of Incomplete Grade for Master Thesis on exceptional basis by online request. Prolongation could not be beyond the time limit allowed for graduation.*

**ADDITION TO THE POLICY**

**“I” grade for withdrawn students**

*According to current policy, “I” grade can be changed to a letter grade only by the instructor. This should be done as soon as possible but at the absolute latest by the end of the seventh week of the semester following that in which the “I” was assigned. If a student fails to complete all requirements as assigned by the instructor during the allowed time period after the incomplete grade was received, the “I” will automatically be converted to an “F” grade.*

However, some students with “I” grades are withdrawn from KIMEP either by personal reasons or by university initiation (non-enrollment for classes or poor academic performance). As a result those “I” grades remained unchanged in students’ records. Later, when students decide to continue their studies at KIMEP (apply for reinstatement), they pretend to pass the incomplete courses for free. Nonetheless, a lot of time has passed and an “I” grade was assigned several years ago.

In connection with aforesaid, Office of the Registrar suggests to convert those “I” grades of withdrawn students to “AW” (Administrative Withdrawal) grade.

Proposed addition:

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| If a student is withdrawn from KIMEP U the “I” will automatically convert to an “AW” (Administrative withdrawal) grade. |

**“I” grade prolongation for Bachelor students**

*According to current policy, only Master students can apply for prolongation of Incomplete Grade for Master Thesis on exceptional basis by online request. Prolongation could not be beyond the time limit allowed for graduation.*

The Office of the Registrar suggests to apply this policy to those Bachelor students, who write Thesis or choose State Exams instead of writing Thesis (permitted by MES policy).

Sometimes, it’s happening that students who took Thesis/State Exams in their last semester, failed one of the courses in that semester and become not eligible for graduation. Therefore, “I” grade for Thesis/State Examinations had to be assigned for them. The Office of the Registrar sees it’s more reasonable to allow students to prolong the “I” grade for Thesis/State Examinations, till the period, when they fulfill all graduation requirements, by passing all courses.

Proposed changes:

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| *~~Master~~* A students can apply for prolongation of Incomplete Grade for Thesis/State Examinations on exceptional basis by online request. Prolongation could not be beyond the time limit allowed for graduation |