



Delaware State University

University Area(s) Responsible: Provost & Vice President for Academic Affairs

Policy Number & Name: 6-09 Change of Grades and Incompletes

Approval Date: 12/7/2012

Revisions: _____

Related Policies & Procedures: 6-05 Student Code of Conduct Standards and 6-10 Policies, Satisfactory Academic Progress

1. Purpose:

Institutional integrity is sustained in the academic and intellectual freedom of the university. The purpose of this policy is the continued demonstration of high ethical standards and to sustain adherence to the institutional core value of integrity.

2. Scope and Applicability:

This policy applies to all DSU faculty and students with the exception of Flight laboratories, thesis and dissertation research courses.

3. Definitions:

3.1 Change – to make different, or to undergo a modification.

3.2 Faculty Member – Any person hired by the University to conduct classroom activities.

3.3 Grade – a mark or score indicating a degree of mastery or accomplishment.

3.4 Incomplete –an unfinished mark of score for coursework.

3.5 Student - All persons taking courses at the University, both full-time and part-time whether he/she resides on campus or commutes. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “Students.”

4. Policy and Procedure

4.1 Grade Change

Mid-semester and final grades will be issued to all students for all courses enrolled.

Final grades become a part of the students' permanent record and are used in computing grade point averages.

Grade changes must be approved by the dean of the college or school in which the student is a major during the semester of instruction immediately following the semester the grade was issued.

Grade changes for undecided majors must be approved by the dean of the College of Arts, Humanities and Social Sciences.

A request for a change of grade, for any reason, must be made within one year following the original grade assigned by the faculty member.

Approved grade changes will be forwarded to the Office of Records and Registration for processing.

4.2 Incomplete

Incomplete coursework due to reasons clearly beyond the control of the student will yield the grade "I" (Incomplete). (No student may graduate with an "I" on his or her transcript.)

If a faculty member elects to submit an "Incomplete" the faculty member must also file with the department chairperson the student's average grade and written description of the work which must be completed before the "Incomplete" is removed as well as the grade to be assigned if the work is not completed.

An "Incomplete" must be removed within six weeks after the beginning of the next semester.

If the student has not completed the work necessary for the removal of the "Incomplete" within the time specified, the departmental chairperson will submit the grade provided by the faculty member.

If the departmental chairperson does not submit the grade, the incomplete is automatically changed to "F".

5. Responsibility

Provost and Vice President for Academic Affairs

Department Chairs and Faculty members