



# THE JOHN MARSHALL LAW SCHOOL

## Incomplete Grades

1. **Definition:** A grade of “Incomplete” or “I” is a temporary grade indicating the student has not yet completed assigned work in the class. The grade may be assigned only with approval of both the course professor and the Vice Dean for Academic Affairs.
2. **Appropriate Use:** An “I” is appropriate only in exceptional circumstances beyond the student’s control, such as illness, and only after 75% of the time allocated for the course has elapsed. An “I” is most typically used when a student has completed all other course requirements but was not able to sit for the final examination or submit the final paper or assignment for a reason outside the student’s control.
3. **Requesting an “I”:** A student who has experienced exceptional circumstances beyond the student’s control and who wishes to be considered for an Incomplete must apply to his or her professor before the end of the semester or term. If the professor is inclined to award an “I,” the professor should then consult with the Vice Dean for Academic Affairs. If both the professor and Vice Dean agree, the professor and student will negotiate the conditions under which “I” will be changed to a letter grade. The student should be aware that anonymity in grading may not be possible if the student’s paper or examination is submitted after all others have been graded. Once the professor and student agree, the terms should be written, signed by both, and submitted to the Vice Dean, who will place a copy of the signed agreement in the student’s file in the Academic Services Office. The date to submit incomplete work cannot be set beyond the last day of class of the following fall or spring semester (or, if the student is required to take the final examination, the due date for grades for that semester). If the student does not complete the terms of the signed agreement, the professor should submit a grade of “F.”
4. **Removing an “I”/Automatic Conversion to “F”:** To remove an “I,” a student does not register for the course again. If the Incomplete grade is not changed before the last day of class of the following fall or spring (or, if the student is required to take the final examination, the due date for grades for that semester), the “I” grade will be replaced with an “F,” which will count in the student’s GPA.
5. **Professor Shortening the Time Limit:** A professor who assigns an “I” to a student may shorten the completion deadline to an earlier date than that provided in Section C above, but may not extend the deadline beyond the limit.

6. **Shortened Time Limit for Students on Probation:** A student who is on academic probation and who receives an “I” in a course undertaken during the student's probationary term must complete all course requirements within eight weeks following the last examination date in the semester in which the student was registered for the course. Absent extraordinary circumstances as determined by the Vice Dean for Academic Affairs, a student on probation may not extend the time past eight weeks (and thus may not use Section G below).
7. **Extending the Time Limit:** A student may receive an extension on the time within which to complete an “I” grade only by submitting a written petition demonstrating extraordinary circumstances beyond the student’s control, such as continued illness. Absent extraordinary circumstances as determined by the Vice Dean for Academic Affairs, the student must submit the petition within four weeks of the original deadline noted in the signed agreement. The student must present adequate and appropriate documentation to verify the extraordinary circumstances. The petition must be submitted to the Vice Dean, who will review the petition with the Chair of the Academic Affairs Committee. The Vice Dean and Chair may grant the petition in whole or in part, deny the petition in whole or in part, request additional information, or submit the petition to the full Committee for review. It will be rare for a petition that seeks to extend an “I” beyond the end of the next fall or spring semester to be granted.
8. **Conversion to Withdrawal:** An “I” grade may be changed to a “W” (official withdrawal) only in very unusual circumstances and when the student's situation has changed since the “I” grade was awarded. In these cases, the request for a change to a “W” must be made in writing, documented, and approved by the professor and the Vice Dean. Students should understand that withdrawals have a financial-aid impact.
9. **Graduation:** Students will not be allowed to graduate until all grades of “I” have been resolved. The law school will not issue a diploma or Dean’s Certificate while an “I” appears on a student’s transcript.
10. **Semester Awarded and Class Rank:** When the student completes the course requirements, the credits and grade are assigned to that semester or term in which the student originally enrolled in the course. If class ranks already have been run for the semester in which the “I” grade originally appeared, the student will not be re-ranked that semester.

Faculty policy adopted December 15, 2017; effective Spring 2018.