

# BUSM Policy on Incomplete Coursework

Approved by: Graduate Council

Approved: March 4, 2016

## 1. Rationale

The Graduate Council recommends expanding the Policy on Incomplete Coursework to include graduate students under covered parties. The Undergraduate Council originally drafted the Policy and only considered incomplete coursework for undergraduate students. The current bulletin copy will remain as written, with one sentence added to accommodate those situations when a signed statement from a graduate or professional student is difficult to obtain. All school- and college-specific policies regarding incomplete coursework for graduate students will be removed from the University Bulletin.

## 2. Covered Parties

This policy covers all students enrolled in credit-bearing Boston University courses.

## 3. University Policy: Bulletin Copy

### **Policy on Incomplete Coursework**

*An incomplete grade ("I") is used only when the student has conferred with the instructor prior to the submission of grades and offered acceptable reasons for the incomplete work. The instructor and student must sign a joint statement indicating the nature of the work and a date by which all course requirements must be completed.*

*Alternatively, for graduate and professional students only, the instructor may indicate the nature of the work and date required in writing to the student in lieu of the signed statement. In the event that coursework remains incomplete on that assigned date, a grade will be assigned by the instructor.*

*Incomplete grades must be resolved within the time period allowed by the individual school or college of enrollment, or the maximum of one year (whichever comes first), at which time the grade will be converted to the final grade indicated on the I Grade Report form, or "F" if no grade is indicated. In [CGS](#) and [Questrom](#), grades must be resolved by the end of the following semester.*

#### **4. Effective Date**

June 1, 2016 with the new Bulletin year, for courses taken after that date.

#### **5. History**

The Policy on Incomplete Coursework was drafted by the Undergraduate Council and endorsed on 03/20/2012 for an effective date of 09/01/2013. The proposed change to expand the existing Policy on Incomplete Coursework to apply to graduate students was endorsed by the Graduate Council on 03/03/2016.

#### **6. Additional Consultative Bodies**

None.

#### **7. Responsible Parties**

The Office of the University Registrar and members of the Undergraduate and Graduate Councils are responsible for compliance with the policy.

#### **8. Implementation procedures, timeline and guidelines**

Office of the University Registrar, Council of Deans, Undergraduate Council, Graduate Council, and the Advising Network will all be notified of the change shortly after its approval. The amended policy will be published in the Bulletin clearly marked with its effective date of June 1, 2016.

#### **9. Related Policies and References**

The current Incomplete Coursework policies at the school and college level for graduate students will no longer apply.