


**MEMORANDUM**

**DATE:** February 1, 2011  
**TO:** Academic Deans  
**CC:** UAS Faculty  
John Pugh, Chancellor  
Joe Nelson, Dean of Enrollment Management  
Barbara Hegel, Registrar  
**FROM:** Rick Caulfield, Provost   
**SUBJECT:** University of Alaska Board of Regents' & UAS Policy on Incomplete Grades

I am writing to clarify the university's policy on incomplete grades. Last semester I received a number of grade change petitions that were inconsistent with Board of Regents policy and regulation. In particular, the amount of time given to students to complete coursework and convert an incomplete grade often exceeded the one year limit set by the Regents. Further inquiry led me to conclude that it would be useful to remind our community of the relevant Regents' regulation (R10.04.090 C (11)) which reads as follows:

**"I, or Incomplete:** A grade of "I" indicates that a student has not completed the coursework by the end of the course. A final grade and credit will be withheld without penalty until the course requirements are met within an approved time, not to exceed one year. After one year, the "I" becomes a permanent grade."

From now on, this will be the practice at UAS.

Any exceptions to the Incomplete policy will be reviewed on a case-by-case basis (by the Provost and in consultation with the Dean or Campus Director) with the goal that all grading practices in the future will be aligned with Board of Regents policies and the UAS Academic Catalog, as approved by the Faculty Senate.

Please work with the faculty in your departments and programs to inform them of the Regents' Incomplete regulation.

Please also encourage them to work with their students to finish outstanding incomplete coursework. To facilitate these discussions and ensure UAS is compliant with Regents' regulation, my office updated the UAS Course Completion Contract form. It serves as a vital communication tool between faculty and students, outlining (in writing) a faculty member's expectations and timeline, and the student's agreement to these terms.

To stress the importance of this written contract, I am requiring all requests to change incomplete grades include a copy of the completed and signed UAS Course Completion Contract form. A copy of the form can be found on the Web at the following location:

<http://www.uas.alaska.edu/facultyhandbook/faculty-info/faculty-forms/faculty-forms-docs/CourseCompletionContract.pdf>.

Thank you for your assistance with this matter.