Florida International University has an official University policy on Incomplete grades (#380.4449, available here: 767.pdf (fiu.edu)). These are guidelines, and are not strictly enforced. They additionally specify that "individual Colleges/Departments may have additional requirements." The Knight Foundation School of Computing and Information Sciences (KF-SCIS) at FIU has decided to develop additional regulations applicable to students in KF-SCIS courses, regarding Incomplete grades.

This policy has been developed in response to current restrictions in place for students who receive Incomplete grades in some course *X*, but would have failed *X* regardless of the outcome of the Incomplete. Although not limited to this situation, these situations arise quite frequently with matters of academic integrity, which often can take multiple semesters to resolve.

Until an IN is resolved in a course *X*, a student currently:

(1) Cannot graduate, regardless if *X* is required for their degree program
(2) Cannot re-enroll in *X*, and
(3) Is allowed to enroll in a course *Y* for which X is a prerequisite

Limitation (2), coupled with limitation (1), becomes a severely limiting factor if a student receiving an Incomplete *X* would have failed *X* regardless of the Incomplete. They are prevented from re-enrolling in *X*, which delays graduation time severely if *X* takes place early in the curriculum and/or is a prerequisite for other courses. Additionally limitation (3) does not make sense if a student has clinched a failing grade in *X*, as they are allowed in a successive course *Y* which assumes knowledge of *X*, for which the student has clearly already demonstrated deficiency.

To correct this problem, KF-SCIS proposes the following remedy:

Faculty submitting a grade of IN at the end of a semester are provided two textboxes in which they can submit additional feedback: (1) Reason [for Incomplete] and (2) Missing Assignments.   In the second box (Missing Assignments), for students that would fail the course independent of the outcome of the Incomplete, faculty should provide a code of UNC (UNConditional Fail).

Students receiving a code of UNC in a course *X* will be manually exempted from restrictions (2) and (3) above. They will be allowed to re-enroll in *X* in the next semester, and will be blocked from enrolling in any course *Y* for which *X* is a prerequisite.

To emphasize, a UNC code should be granted if it is absolutely impossible, no matter what happens once the Incomplete is resolved, for the student to receive a passing grade in the course. Even an extremely remote likelihood of passing should not be considered a UNC.

Additionally, as enforcement of this policy will require "Missing Assignments" to be pulled by KF-SCIS administration at the end of every semester, faculty should not provide private information (including any information regarding academic integrity violations) in the "Missing Assignments" box. Information such as this should be provided in the "Reason" box, which will not be visible to KF-SCIS faculty/administrators.