

# Incomplete Grades Policy

- Keywords: Incomplete, grades
- Policy Number: KC-ACA-3134-01
- Originally Issued: Prior to 2010
- Revised: Fall 2018, Fall 2021
- Effective Catalog Cycle: Fall 2019
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar

## Policy Statement

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course due to serious illness or reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor to complete coursework. The instructor and student must agree on remaining work and document the contract in the student file. Students should not re-enroll in a class for which they earned an incomplete. Students should not attend the course in a subsequent term in-person or virtually. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. No exceptions or extensions to the one-year timeline will be granted. Students may not earn a degree or graduate with a UMKC incomplete on their transcript.

This policy is exclusive of Professional and some Graduate level courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades

assigned in such courses will not automatically lapse to an “F” grade after one calendar year, but will adhere to the completion period specified by the instructor.

## **Reason for Policy**

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

## **Who Should Read this Policy?**

Students, Faculty, Registrar Staff, Advisors

## **Instructions, Procedures and Related Information**

## **Contacts**

Office of the Registrar

## **Exclusions**

None

## **History & Updates**

Revised Fall 2018 to clarify that the Incomplete grades not allowed on transcript upon graduation are UMKC specific.  
Revised Fall 2021.

## **Appendices**

None

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# Grading Policy

- Keywords: Grading, Grades
- Policy Number: KC-ACA-3137
- Originally Issued: Fall 1993
- Revised: Spring 2018
- Effective Catalog Cycle: Fall 2018
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

The following is the +/- grading scale and grade-point system used at UMKC. This +/- grading scale and grade point system is used by all faculty, in all undergraduate, graduate, and professional programs.

<b>Grading System</b>		
<b>Letter Grade</b>	<b>Description</b>	<b>Points per Semester Hour</b>
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		0.7

F	Failure without credit	0.0
NR	Not Reported	0.0
WF	Withdrew Failing	-
W	Withdrew; no academic assessment	-
I	Incomplete	-
AT	Audit	-
CR	Credit only	-
NC	No Credit	-
P	Passing	-
S	Satisfactory	-

- Beginning Fall 2012, a WF is not calculated in the GPA for undergraduate students.
- Beginning Fall 2015, **MATH 100** letter grades are not calculated in the cumulative GPA.
- In terms prior to and including 1985, any of the above grades might be preceded by an R indicating a repeated course. These grades are not included in either total hours or the grade-point average. (Examples: RC, RD, RF.) Since 1985, all grades, including those in repeated courses, are included in the GPA calculation. For the 1993 Fall Semester, UMKC began using the plus/minus grading system for grades A, B, C, and D. The grade of A+ is valid only for students in the School of Law.

## Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

## Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel;  
All students

# **Instructions, Procedures and Related Information**

Registrar's Office

UMKC Catalog -academic-regulations-information/grading-options-auditing-courses/grading/ Academic Policy Library -library/

## **Contacts**

**UMKC Registrar's Office: Website:**

**Physical Location:** 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110

**Mailing Address:** 5100 Rockhill Road, Kansas City, MO 64110-2499;

**Phone:** 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

**UMKC Office of the Provost:**

## **Exclusions**

None

## **History & Updates**

Executive Order #25, Policy on plus/minus grading system, November 1993.

## **Appendices**

**None**

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# **Graduate Course Designation Policy**

Courses numbered 5000 and above are generally open only to regularly admitted graduate students.

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# **Graduate Course Grading Policies**

- Keywords: Graduate, Grades
- Policy Number: KC-ACA-3733
- Originally Issued:
- Revised: Spring 2019
- Effective Catalog Cycle: AY 19-20
- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar

# Policy Statement

## Grading System

The following is the +/- grading scale and grade-point system used at UMKC. This +/- grading scale and grade point system is used by all faculty, in all undergraduate, graduate, and professional programs.

<b>Letter Grade</b>	<b>Description</b>	<b>Points per Semester Hour</b>
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		0.7
F	Failure without credit	0.0
NR	Not Reported	0.0
WF	Withdrew Failing	—
W	Withdrew; no-academic assessment	—
I	Incomplete	—
AT	Audit	—
CR	Credit only	—
NC	No Credit	—
P	Passing	—
S	Satisfactory	—

In terms prior to and including 1985, any of the above grades may have been preceded by an R indicating a repeated course. These grades were not included in either total hours or the grade-point average. (Examples: RC, RD, RF.) Since 1985, all grades, including those in repeated courses, are included in the GPA calculation. Starting the 1993 Fall Semester, UMKC began using the plus/minus grading system for grades A, B, C and D. The grade of A+ is valid only for students in the School of Law.

### **Incomplete Grades**

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an F (failure without credit). The instructor may specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question, or by attending additional classes. In other instances, students should withdraw. ***Students cannot re-enroll in a course for which an incomplete remains on the record. Furthermore, graduate students cannot graduate with an incomplete on their record.***

This policy is exclusive of those courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and research and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor.

### **Repeated Graduate-Credit Courses**



Whenever students repeat a graduate-credit course, they must submit a course repeat form to the Office of the Registrar no later than the fourth week of the term. Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. If approved by the school or department or Interdisciplinary Ph.D. supervisory committee, students may repeat a course once to improve the grade-point average or satisfy the program requirements. The second grade received will be used to calculate the grade-point average that will be used in satisfying degree requirements.

## **Reason for Policy**

## **Who Should Read this Policy?**

## **Instructions, Procedures and Related Information**

## **Contacts**

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**Office of the Provost:**

## **Exclusions**

## **History & Updates**

# Appendices