



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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Executive Order ACA. 14-03

(Amendment to ACA. 13-04 - Policy of Incomplete)

March 4, 2014

**DEANS
COLLEGE DIRECTORS
ADMINISTRATIVE DIRECTORS
REGISTRAR**

POLICY ON THE REMOVAL OF INCOMPLETE

The regulation for the removal of an incomplete applies to those cases where the student is absent from the final exam or fails to turn in a final assignment in lieu of the final examination in a specific academic term. The student must present a valid excuse in order for the professor to assign a grade of Incomplete (I).

Definition:

Provisional grade, abbreviated "I", assigned by a professor who is not able to calculate a final grade in a course due to incomplete course requirements. An Incomplete is assigned for absence to the final exam or failure to turn in a final assignment based on evidence of a justifiable reason.

General guidelines for the removal of Incomplete:

1. The student must remove the Incomplete on or before the date specified in the Academic Calendar.
2. The Incomplete grade is accompanied by student's course average including the zero for the final exam.
3. If the student fails to fulfill the course requirement for the removal of the Incomplete, the student will receive the course grade posted by the professor in the Final Grade Report (Gradebook).
4. The student is required to pay a fee at the Bursary prior to the removal of the Incomplete.
5. The student will submit evidence of payment form to the professor on the date stated in the academic calendar.
6. After the student has completed the final course requirement, the professor will submit the final course grade at the Registrar's Office.

7. The professor has 48 hours (2 work days) to report the grade to the Registrar's Office.
8. In the special case where the professor is not able to remove the Incomplete personally, the college director is responsible for doing so.

Effective:

This policy shall take effect immediately and supersedes any other guidelines, rules, policies or procedures that are in contrast to the provisions herein.

Approved.


Lillian Negrón-Colón, Ph. D.
President

LVC/djm