

# Honor Roll

A full-time undergraduate or technical student (enrolling in and completing a minimum of 12 gradable credits) who earns a 3.25 GPA during the semester will be listed on the semester Honor Roll. Those earning a 3.5 GPA will receive recognition for being listed on the Dean's List. A student who earns a 4.0 GPA will receive a letter and certificate from the Chancellor commemorating his or her inclusion on the Chancellor's Honor Roll. If a student receives a final grade of "I" (incomplete) or "N" (no grade), his or her name will not be included on the honor rolls or Dean's List. The Office of Public Relations releases the Honor Roll to the media.

## Incomplete (revised Fall Semester 2005):

- 1. Assigning a Grade of "Incomplete."** A grade of "Incomplete (I)" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his or her grade, allowing a student to retake the course, etc.). If a grade of "Incomplete" is submitted, the instructor will assign a revised grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any deadline shorter than the maximum time period allowed as indicated above. At the end of each semester, the Enrollment Services Office will send an Incomplete Grade Report (IGR) to departmental administrators detailing every "I" grade submitted by his or her faculty that semester and the conditions for student completion.
- 2. Completion of "Incomplete" Grades.** Regardless of a student's subsequent enrollment, final grades for incompletes received in the Fall semester must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the Department Head may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e., I/A, I/B, I/C).
- 3. "Incomplete" Grades on Record at End of Final Term.** A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any course

## Honor Roll

on that degree level (technology, undergraduate, graduate, etc.) reverts to the grade that the instructor had specified on the incomplete grade submission form. Reverted grades are included in the computation of the student's cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.



Student Success Services  
Health Science Building-203  
1300 West Park, Butte, MT 59701