

Florida National University
Temporary Addendum to “Incomplete (I)” Policy due to COVID-19 Disruptions

The “Incomplete (I)” Policy set forth in the 2019-2020 University Catalog (see page 90) is temporarily modified, as follows, for the Spring 2020 term and for any other term in which the COVID-19 pandemic continues to disrupt normal University operations, as determined by the University.

1. An “I” grade may be assigned to a student impacted by COVID-19-related disruptions in the following cases:
 - a. to a student who is enrolled in a course section that is delayed or rescheduled due to a COVID-19 related disruption, and as a result, the students in such course section are unable to complete all required coursework by the scheduled end of the term or module; or
 - b. to a student who is unable to complete a course that was transitioned to distance-education format after the student started the course.
2. **An “I” grade should not be assigned in more than one course in which a student is enrolled without consulting with the Financial Aid Office.**
3. The University will determine and inform the student(s) of the requirements for resolving the “I” grade assigned under this Addendum, including what coursework must be completed and all applicable deadlines. These requirements will be clearly documented in FNU’s records.
4. Where an “I” grade is assigned due to a COVID-19 related disruption, the “I” grade will be valid for the period of time determined by the University, considering the amount of coursework remaining and, if applicable, the University’s anticipated timeline for resuming instruction in the relevant course. This period may exceed one term, and may be further extended as needed given the University’s evolving response to the COVID-19 pandemic.
5. An “I” grade assigned due to a COVID-19 related delay or rescheduling shall not count toward any program-specific limitations on “I” grades.
6. All determinations relating to Incomplete grades conferred in response to the COVID-19 pandemic will be made by the relevant Program Director or VP of Academic Affairs, in consultation with the individual instructor(s).

Implementation; Effect on Other Policies: While this Addendum is in effect, all other University publications, policies, and procedures, including student handbooks, are considered temporarily modified to be consistent with this Addendum.

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