



INCOMPLETE GRADE INFORMATION

11/29/2017

Students must request the grade of Incomplete (I) from faculty; it is not guaranteed. The Incomplete (I) grade is issued to a student whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances beyond the student's control, has been unable to complete a portion of the coursework. In no case should the grade of "I" be recorded for a student who has not completed the majority of the course work.

- The Incomplete Grade Contract must be submitted on or before the university grade submission deadline by the instructor for the course.
- It is the student's responsibility to submit completed final work to the faculty based on remaining requirements outlined in this contract by the due date. If the student is not enrolled in the proceeding semester, they are still responsible for the work due to the faculty by the deadline.
- If the remaining work for the course, as defined in the contract, is not completed the grade will automatically convert to an "IC" (Incomplete Charged) or a "NC" (No Credit) grade, depending on the course grading basis. The value of an "IC" grade is equivalent to an "F" grade and is calculated as such in the GPA calculation.
- It is the responsibility of the faculty to submit a final grade promptly to the Office of the Registrar when the student complies with the conditions of the Incomplete Grade Contract.
- Students are not permitted to re-register for the course while an "I" is recorded for a prior term.
- If the student registers for the post-requisite of the course under contract, and the incomplete course is not passed, the student may be required to withdraw from the course.

The incomplete grade contract is now handled electronically using PeopleSoft by the instructor. Students should contact their instructor to request an incomplete grade.