

Incomplete Grade

An Incomplete or "I" grade is given only when a student is done satisfactory work but cannot complete the course due to a legitimate reason. The course instructor, the student, and the dean of the school in which the course is being offered must complete and sign the "Incomplete Grade Form," available in the Office of the Registrar. An incomplete course grade must be replaced no later than the following semester. When the incomplete grade is assigned, the course instructor may select to specify a completion date within the following semester. Where a specific date is assigned, the identified data takes priority over the one-semester rule. In all cases where the Office of the Registrar receives no completed grade by the expiration date, a grade of F is recorded on the transcript and cannot be changed.