

### **Grade of "I" (Incomplete)**

An incomplete (I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons beyond the student's control and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the incomplete. The conditions for removal of the incomplete shall be put in writing by the instructor and given to the student with a copy placed on file with the Department Chair. A final grade will be assigned when the agreed upon work has been completed and evaluated.

An incomplete must be made up within the time limit set by the instructor and, in any case, no more than one calendar year following the end of the term in which the incomplete was assigned. An incomplete should never be used to (1) give a failing student an opportunity to redo unsatisfactory work or complete additional work; or (2) give a student more time to complete his/her work when the reasons for the delay have been within his/her control.

For more information, consult the University Catalog. **4/GF/73 Approved March 9, 1973**