

Incomplete Grade Guidelines

November 30, 2017

- An “I” grade is the instructor’s decision.
- An Incomplete may be given to a student **who is passing a course**.
- An Incomplete grade may be assigned only if the student has completed **at least 80% of the coursework for the semester, and only if the student’s work in the course thus far is satisfactory**.
- Coursework that is incomplete must be finished and submitted within 6 weeks of the start of the following term, including summer.
- An “I” cannot be used to solve academic problems.
- Students on probation need approval from the Associate Dean.
- Instructors should give students a detailed plan that includes assignments and tests, as well as deadlines.
- Deadlines are for real.
- Instructors are responsible for “I” grades
- Do not use “I” grades for other purposes