



3344-21-05 Incomplete grade.

(A) The grade of incomplete (I) is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. The grade of I will be changed to F if the student does not complete the remaining work by established university deadlines as follows: If the grade of I was assigned for a fall, spring, or summer term, the deadline is the last day of classes of the following term. If the grade of I was assigned for a spring term, the deadline is the Friday of the fourth week of classes of the following fall term. These deadlines apply both to undergraduate and graduate students. These deadlines apply whether or not the student is enrolled for the term during which the deadline falls. An earlier (but not a later) deadline may be assigned by the instructor. An extension of a university deadline date may be obtained only if approved by the college, which offered the course.

(B) There are two important conditions for giving an incomplete:

(1) The student can receive an incomplete grade through the following process: (c) The student must submit a request for an incomplete grade to the instructor. (e) The instructor must approve the request. (o) The student must complete the remaining work by the established deadline.

Policy Name: Incomplete grade.
Policy Number: 3344-21-05
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