

# AWARDING "INCOMPLETE" GRADES

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The letter "I" indicates "incomplete work" which may be completed without repetition of the regular work of the course. The incomplete will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The student must have completed three-fourths of the course requirements. The "I" grade is used only when in the opinion of the instructor there is the expectation that the work will be completed.

The instructor provides the list of remaining requirements to the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the grade to the University Registrar's Office in order to remove the "I."

Unless an earlier deadline is stipulated by the instructor of the course, the incompletes in graduate-level courses must be completed by the end of two consecutive semesters which excludes the summer session, otherwise a grade of "F" will be recorded.

The preceding policy does not apply to the capstone experiences within certain programs (courses include PY 795 Directed Research, PY 799 Thesis, AL 726 Capstone II). Incomplete grades for these enrollments will remain I's until the capstone project is completed.