Course Incompletes

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of
the term may result in an "I" symbol being entered in the student's record.
 The condition for
the removal of the "I" shall be stated by the instructor in a written record.
 This record shall
contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal.
This record must be given to the student with a copy on file with the Admissions and Records
Office until the
 "I" is made up or the time limit has passed. A final grade shall be assigned when
the work stipulated has been completed and evaluated, or when the time limit for completing
the work has passed
.

•
 The "I" may be made up no later than one semester following the end of the term in
which it was assigned.

•
 The "I" symbol shall not be used in calculating units attempted nor for grade points. The
student, with instructor's concurrence under extenuating circumstances, may request
an extension of the time limit for making up the "I" by petitioning to the Committee on
Exceptions.

•
 Incomplete grade petitions can be found on the Admissions and Records (A&R) website
in their student forms section.