

# INCOMPLETE (I) GRADES REVERTING TO F GRADES

**POLICY NUMBER:** ACAD-ITOFGRADES

**POLICY TYPE:** ADMISSIONS & ACADEMIC POLICY COMMITTEE/GRADUATE COUNCIL

**RESPONSIBLE OFFICIAL TITLE:** PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

**EFFECTIVE DATE:** UPON APPROVAL – JUNE 5, 2015

**NEXT REVIEW DATE:** LAST REVIEW DATE PLUS FOUR (4) YEARS – 11/17/2026

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

An Incomplete (I) grade may be assigned when part of the work in a course remains incomplete.

- An Incomplete (I) grade is given only at the student's request and when there is a reasonable possibility that a passing grade will result from completion of the work.
- The student and faculty member will mutually set a deadline for completion of the work.
- The faculty member will file a grade change when the work is completed.
- If the coursework is not completed by the last day of the subsequent spring or fall semester, the Incomplete (I) grade will revert to an F.
- The appropriate dean may grant a semester extension of an Incomplete (I) grade due to unforeseen family or medical circumstances and will notify the University Registrar of such action.
- Under no circumstances will more than one extension be granted for an Incomplete (I) grade.

## II. ENTITIES AFFECTED

Students, academic units, Office of the University Registrar

## III. EXCEPTIONS

Students can submit documentation related to medical or family emergencies to their Dean's office.

## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
AAPC Review: Name change/editing/ formatting	November 17, 2022
New policy – "I to F Grades"	June 5, 2015

Admissions and Academic Policies Committee  
Approval Documentation



**Policy (Attached):** I to F Grade

See attached policy.

**Date of Committee Approval:** February 23, 2015

**Approvals:**

Committee Chair J. Patrick Moynahan Date: 2/23/15  
J. Patrick Moynahan

Provost Sue Ott Rowlands Date: 6/5/15  
Sue Ott Rowlands

**Implementation Responsibility:** Registrar

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Department Chairs

original  
hard-delivered  
to Provost  
AGAIN 6-19-15