

What is an incomplete?

- An incomplete or an 'I' grade is a temporary grade which an instructor may give to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session.
- This grade may not be given as a substitute for a failing grade.
- A grade of "I" must be removed by the instructor who gave it or, in exceptional circumstances, by the department chairperson.
- If the unfinished work is not completed and the "I" grade removed within one calendar year of the assignment of the "I", the grade shall be converted to an "E" (failure).
- **Students who receive an incomplete grade in a course must not reregister for the course in order to remove the "I".**