Incomplete Policy

When a student has special circumstances that make it impossible to complete course assignments, faculty members have discretion to award an incomplete grade. Effective January 1, 2009, all incomplete courses are now assigned a grade of Incomplete (I). Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. While not required, a CLAS course completion agreement form (available from the CLAS Advising Office) is strongly suggested when faculty and student agree on an incomplete grade.

To be eligible for an incomplete grade, students must:

- have successfully completed 75 percent of the course
- have special circumstances (verification may be required) that preclude the student from attending class and completing graded assignments
- make arrangements to complete missing assignments with the original instructor within one academic year

Students are allowed up to three semesters (one year) to complete the requirements for the incomplete, after which the “I” reverts to an “F” grade on the student’s transcript. Any request to allow a grade change after the one-year period must be petitioned to the CLAS Academic Standards Committee.