“An incomplete grade ("I") is exceptional and granted at the instructor’s discretion ONLY when students are unable to complete the course requirements due to illness or other circumstances beyond their control. This applies to all courses including pass/fail (S/U)"
I GRADE ELIGIBILITY

- **MAJORITY** of student’s work for a course has been completed before the end of the semester.

- The work that has been completed has been qualitatively satisfactory *(i.e. passing)*.

- The student has requested consideration for an I grade as soon as possible but no later than the last day of finals week.
I GRADE CONTRACT

• The student and professor MUST complete an I GRADE CONTRACT that describes the work that is to be completed and the time frame for its completion. This contract must be filed with the department and the original contract sent to the Graduate School (by the date that grades are due to the registrar).

• All work must be completed within the next academic semester (including summer).

• Instructor must indicate the grade the student would receive BASED ON THE WORK THAT HAS BEEN COMPLETED as well as the grade the student would earn FACTORING IN A ZERO FOR ALL INCOMPLETE ASSIGNMENTS (this is the I + grade).
CLEARING THE I GRADE

- The instructor must file a **CHANGE OF GRADE FORM** through their department to clear the I grade from the student's record.

- If no change of grade is filed by the end of the next academic semester, the grade will default to the grade entered in the I + column on the contract.