IN-PROGRESS/INCOMPLETE GRADE POLICY

In-Progress Grade

Normally, a grade of IP is not used for undergraduate courses. Instead, undergraduate research that isn’t finished at the end of a term more typically earns a grade of incomplete (I). (See the following section for more information about incompletes.)

The IP grade is used for courses that, by their content and requirements, normally require more time than the term or session for which you are enrolled—such as thesis, independent study, directed reading, and internship. You must also be making satisfactory progress in the course to receive a grade of IP.

Incomplete Policy

If, for reasons beyond your control, you are unable to complete coursework in a scheduled course within the term in which you are enrolled, you may petition your instructor to receive a grade of I.

If your instructor agrees to assign you an incomplete, you and the instructor must complete a written agreement, a copy of which is held in the departmental office, indicating the exact work you need to do to finish the course.

This written agreement must also indicate the date by which you must complete the work, and that date cannot be longer than one calendar year from the end of the term in which you were enrolled in the course. After one calendar year, any grade of I will automatically be converted to a grade of F.

When you complete the coursework, your instructor submits a final grade to the Registrar’s Office, and that grade and your credit are then entered on your permanent record.

After the time for making up the incomplete has elapsed, you must re-enroll in the course to receive credit. We do not use incomplete grades in calculating your grade point average.

When you become eligible for graduation, if you have a grade of I in any courses that aren’t required for graduation, you may elect to graduate with these I grades as a part of your permanent academic record. In such cases, the I grades cannot be changed after graduation by completing the course requirements nor will the I’s revert to F grades.