



## **Incomplete (I) and In-Progress (IP) Grades**

### **Incompletes (I)**

An I (incomplete) grade is awarded only when a student has completed the majority of the work of a course and the student's work has been of acceptable quality (C or better for undergraduate students, B or better for graduate students), but the required amount of work has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to absence from class by the student. The student must inform the instructor of the reason for the requested incomplete, and the instructor may at his or her discretion agree to the request.

If you receive a grade of incomplete (I) in a course, you should not re-register for the course. An I grade must be replaced by a grade within one calendar year from the end of the semester or session in which the grade was given. The time for removal of an I may be extended upon written recommendation of the instructor and approval of the dean of the college. Such extension will be granted only under unusual circumstances.

The initiative for removal of an incomplete rests with the student. If not converted by the end of the one-year period, the incomplete will remain as a permanent part of the student's record. Students and faculty are encouraged to establish a written agreement on the work and time needed to remove the incomplete.

Incomplete grades received in thesis-type courses are not governed by these regulations.

### **In-Progress (IP)**

The "IP" (In Progress) grade was designed for use for an entire course or section that extends beyond the normal end date for the semester. The "IP" grade does not replace the "I" (Incomplete) grade entirely. The "I" grade should still be used for an individual student who, for appropriate reasons, is given additional time to complete the class requirements.

One example of an appropriate place to use an "IP" would be an internship that lasts for six months. In this case, all of the students would be given an "IP" grade. After corrected grades are run, a special report listing all of the students who received an "IP" in the section would be created. The instructor is then able to fill out one form and report the grades for the entire section. This report can be used to submit the grades to the Office of Records and Registration.