

Policy Procedure: Incomplete "I" Grades

Procedure Number: 209P

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Forms: ["I" Grade Assignment Form](#)

Last Reviewed Date: 06/23/2021

1. Requirements for satisfactory completion shall be established through consultation between the faculty member and the student and documented on the ["I" Grade Assignment Form \(125-076\)](#). The student will be provided a copy of the documentation.
2. In assigning the "I" grade, the faculty must complete documentation that
 - a. states the reason for assigning the grade;
 - b. specifies the work to be completed and indicates its percentage in relation to the total work of the course;
 - c. specifies the date by which the work must be completed; and
 - d. identifies the default grade ("B," "C," "D," "F," "P," "R," or "U") based upon course work already completed.
3. All "I" grades that have not been changed by the faculty member through the normal grade change processes by the deadline are subsequently changed to the default grade assigned by the faculty member.
4. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the appropriate Provost.