

**3344-21-05 Incomplete grade.**

- (A) The grade of incomplete (“I”) is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. The grade of “I” will be changed to “F” if the student does not complete the remaining work by established university deadlines as follows: If the grade of “I” was assigned for a fall, spring, or summer term, the deadline is the last day of classes of the following term. If the grade of “I” was assigned for a spring term, the deadline is the Friday of the fourth week of classes of the following fall term. These deadlines apply both to undergraduate and graduate students. These deadlines apply whether or not the student is enrolled for the term during which the deadline falls. An earlier (but not a later) deadline may be assigned by the instructor. An extension of a university deadline date may be obtained only if approved by the college, which offered the course.
- (B) There are two important conditions for giving an incomplete:
- (1) The student can receive a passing grade if the student completes all of the work of the course, and
  - (2) Failure to complete through no fault of the student.
- (C) Assignment of an incomplete also assumes that the incomplete part of the course represents only some limited portion such as the final examination or a term paper or a laboratory report. The extent of the permissible deficiency would have to be left to the instructor. It should be assumed that the instructor is aware of the reasons for the student's failure to complete the work and has given permission for the student to make up the work. Failure of a student to appear for the final examination without an explanation to the instructor would not be sufficient ground for giving an incomplete. In general the grade should be avoided except where it is clearly justified as in the case of illness or accident.

**Policy Name:** Incomplete grade.  
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