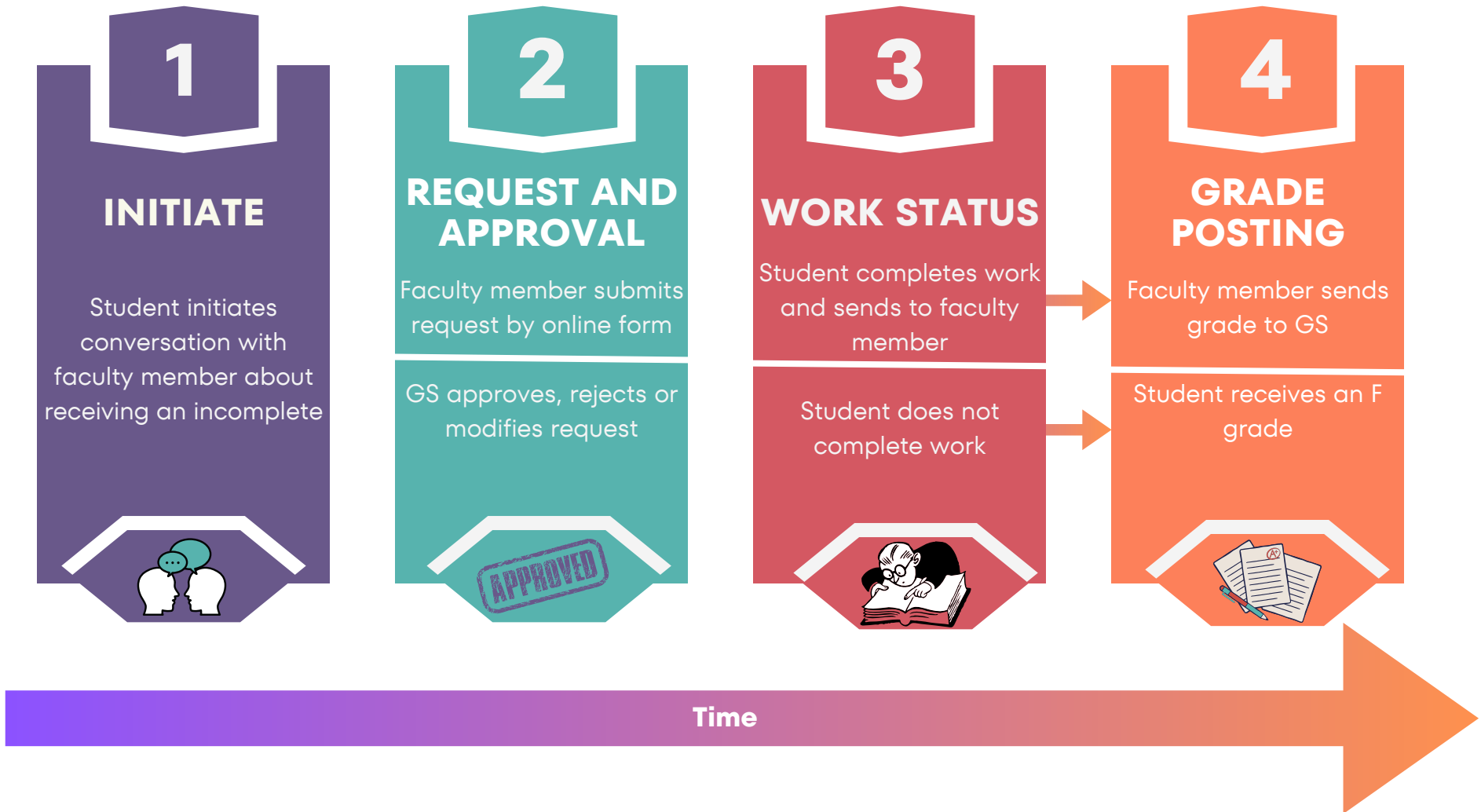


INCOMPLETE GRADE FLOWCHART



Incomplete Grade policy

An Incomplete grade (I) may be assigned by the instructor when a student has an unexpected inability to complete a final assignment in a class. Students should not re-register for a course when an Incomplete has been assigned. The student and the instructor/faculty member create and sign a contract that facilitates completion of the outstanding assignment(s). Graduate faculty must change Incomplete (I) grades to final letter grades for all courses required for the degree. They must assign letter grades within one academic year of the time at which the required course ended. If a grade has not been assigned within one year, the grade of "F" will be assigned.