“I” GRADE POLICY

The “Incomplete” grade may be given in exceptional cases when in the judgement of the instructor a student has been unable to complete the requirements of the course due to documented illness or other circumstances beyond the student’s control. The student must complete the work by the next semester of enrollment. In any case, the work must be completed within a two year period. Otherwise, the “I” grade is changed to “F”. (A petition for the “I” grade may be initiated by the student or the faculty member.)