

# Incomplete Grades

A grade of “I” is assigned when the course work is incomplete. Unless the instructor has established an earlier time line for completion, this grade must be removed by completing the course before the end of the following semester or the grade automatically becomes an F (Failed) on the permanent record. If a student is registered for a course that requires a pre-requisite with an assigned I (Incomplete), the student must complete the pre-requisite course by the census date of the term. Otherwise, the student will be administratively dropped, as defined in Policy No: 401-02-04AP, resulting in a reduced enrollment status and ineligibility of a tuition refund.

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**Policy Number:** 401-02-03AP

**Cross-reference:**

- [Drop/Withdrawal](#)

**Adopted:** June 1, 2011

**Reviewed:** May 2018

**Amended:** June 16, 2014

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