

# Incomplete and In Progress Courses

A grade of I (Incomplete) may be given when, for valid reasons, the requirements of a course are not met during the semester in which the student registered for the course. In these cases, an Incomplete Grade Agreement Form is submitted to the Centralized Student Assistance Office with signatures from the instructor and the student. The Incomplete grade carries no credit and must be removed by the end of the next semester of the regular academic year. If the work is not finished during that time, the grade is automatically changed to an F. Exceptions to this regulation require approval of the Provost. Incomplete courses are included as credit hours in calculating tuition and fee charges. IP (In Progress) reflects incomplete coursework that cannot be completed in a given semester due to institutional requirements.