

## Graduate Incomplete, In Progress, and NO Grade Policy

**Incomplete (IN):** A grade of 'IN' may be recorded by an instructor if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. Incomplete grades are approved at the sole discretion of the instructor. Students must initiate communication with the instructor prior to the end of the course to discuss the option of an IN grade. Coursework for an incomplete grade must be made up by the last day of class to the final's week of the next semester (excluding summers) or the grade will be converted to an 'F' automatically; however, instructors set the specific dates the coursework is due to them. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an 'F'. A student will not be able to graduate with an incomplete grade on their transcript.

**In Progress (IP):** A grade of 'IP' will be recorded by an instructor in a situation in which a student is unable to complete the work of the course within the semester for a valid non-emergency reason, such as a research project or internship that overlaps two semesters. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. In Progress grades are approved at the sole discretion of the instructor. Students must initiate communication with the instructor prior to the end of the course to discuss the option of an IP grade. Coursework for an 'IP' must be made up by the by the last day of class to the final's week of the next semester (excluding summers) or the grade will be converted to an 'F' automatically; however, instructors set the specific dates the coursework is due to them. Both credit and grade points for that course are suspended until the 'IP' is converted to either a passing grade or an 'F'. BSE majors will not be able to begin student teaching if an 'IP' grade is in force. A student will not be able to graduate with an 'IP' grade on their transcript.

**No Grade Assigned (NO):** A grade of 'NO' will be substituted if the instructor does not assign a grade to the student by the grading deadline. A grade should not be left blank as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. A grade of 'NO' must be corrected or updated by the by the last day of class prior to the final's week of the next semester (excluding summers) or it will be converted to an 'F' automatically. Both credit and grade points for that course are suspended until the 'NO' grade is converted to either a passing grade or an 'F'. A student may not graduate with a grade of 'NO'.