



The Incomplete/In-Progress grades process was updated by the Office of the Registrar effective February 2024. The I/IP grades have been **turned off** in the Cav Center, and instructors must submit a [Request for Incomplete or In-Progress Form](#) (eForm) that will be approved by the student. Once the form is approved by student, the form will route to the Office of Registrar to be processed and the grade I/IP will be added. Please see below for the process along with the Catalog Policies:

### **Awarding of Incomplete/In-Progress Grades**

The grade of **Incomplete (I) or In-Progress (IP)** may be awarded **PRIOR to the end of a term** and before grades are rolled. The course work must be completed by the agreed upon deadline. The I or IP grades are awarded if it would be possible for the student to earn a passing grade once the remaining coursework is completed, per instructor determination.

The grade of **I/IP** is not to be awarded:

1. In place of a failing grade
2. When the student is expected to repeat the course
3. If the student has not attended/ stopped attending class

**Instructors should make arrangements with the student to receive an incomplete grade before the end of the term.**

Instructors must submit the [Request for Incomplete or In-Progress Grade](#) as a contract with the student. On the form, the instructor states:

1. Which assignments or exams should be completed
2. How this work will be graded
3. Deadline to complete the work

The student will approve this agreement, and both student and instructor should retain copies.

Registrar will add the **I/IP** grade to the roster BEFORE grades roll. The grade will be shown in the CAV Center.

After the course work is completed, the instructor will complete an [Application for Grade Change Form](#).

**\*If any I/IP grades that have not been resolved within one year from when it was assigned, the I/IP grades will be converted to a failing grade (F or U).**

**Incomplete and In-Progress Grade Policies**

- [Incomplete Grade](#)
- [In-Progress Grades](#)

Thank you,  
Office of the Registrar