

Incomplete (I) Grade

Incomplete (I) – This grade is defined as a failure to complete the requirements of a course, due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An incomplete grade may be changed to a letter grade by the instructor if the student completes the requirements of the course before the end of the eighth week of the next regular fall or spring semester. Due to the special circumstances of Aviation Flight training courses, students will have 12 calendar months to complete the requirements of flight courses. A grade of incomplete that has not been changed by the end of the grace period becomes an F. The responsibility for the elimination of an incomplete grade entry on the permanent record lies entirely with the student. Requests for change of an incomplete grade to a letter grade must be submitted online, by the instructor. An incomplete grade does not satisfy the prerequisite requirement for the next level course.