

Incomplete & Late Grade (Continuing Course) Policies

I (Incomplete Grade) Policy

The designation of “I” (incomplete grade) is used to record work, which so far as covered, is of passing grade, but is incomplete because of personal illness or other unavoidable reason.

Procedure:

1. Instructors assigning an “I” grade must complete an Incomplete Grade form with the dean’s office. Copies of the completed form will be sent to the department chairperson, the dean of the college in which the course was taught, and the student receiving the “I” designation.
2. Instructors will convert the “I” designation to a letter grade no later than the final day of classes in the next regular (fall/spring) semester in which the designation was assigned, by using Request Grade Change through MyIUP.
3. An unresolved “I” designation **will convert to an “F” grade after the next regular (fall/spring) semester** in which the designation was assigned, unless an extension is obtained from the dean of the college in which the course was taught. Extensions with dean approval can be sent to registrars-office@iup.edu.

L (Late Grade, Continuing Course) Policy

The designation of “L” (late grade, continuing course) is appropriate for cases in which student work is expected to go beyond a given semester/session such as:

- Internships, practicums, field experience courses, workshops, and independent studies that, by design, extend beyond the normal end of the grading period.
- Others as approved by the department chairperson and the dean of the college in which the course is taught. If a specific course is always eligible for “L” designations, the dean may grant standing approval for “L” designations every time the course is offered.

Procedure:

1. Instructors assigning an “L” grade for eligible courses must send notification to the registrars-office@iup.edu by last day of classes.
2. Instructors will convert the “L” designation to a letter grade at the end of the course using Request Grade Change through MyIUP.
3. An unresolved “L” designation **will convert to an “F” grade after one year**, unless an extension is obtained from the dean of the college in which the course was taught. Extensions with dean approval can be sent to registrars-office@iup.edu.

Additional information regarding these policies can be found in the Undergraduate Catalog.