Incompletes

A course instructor may assign a grade of "I" (Incomplete) if a student cannot finish the course for some unavoidable reason (illness, accident, internship that extends beyond the end of the term, death in family, etc.). An Incomplete becomes an "F" if no grade is submitted within one semester.

The instructor and the student agree on a date for completing the course (not to exceed one semester). When the student completes the material, the instructor submits a grade. The instructor can submit the grade at any time within the next semester (this can be done on the web as a grade change).

**Students do not re-register for a class in which a grade of "I" was earned in order to complete the incomplete.**

If a student receives a grade of "I" in a class and then re-registers for the class (either with the same or a different professor), the grade of "I" in the first class will default to "F" or "U".

If the student does register for and complete the class a second time, the initial grade of "F" or "U" can be excluded by using one of the four repeats allowed.

**What constitutes full-time enrollment?** An undergraduate student must take 12 semester hours during a regular semester in order to be classified as full-time.

While 12 hours is considered full-time, students should be aware that in order to reach 122 hours in 8 semesters (4 years of regular fall/spring attendance), they should average 15.25 hours per semester!