



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
GRADUATE INCOMPLETE GRADES	June 2012	380.0449

POLICY STATEMENT (R*)

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student’s own negligence. An incomplete grade cannot be assigned to dissertation or thesis credits to indicate that the work is in progress.

An incomplete must be made up within two terms or it will automatically default to an F. There is no extension of the two term deadline, which includes summer term.

To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion. Individual departments may have more stringent requirements. These more stringent requirements must be published in the University Graduate Catalog.

HISTORY (R*)

Originally 4.2.3 INCOMPLETE GRADES (effective 3/28/89) from *Graduate Policies and Procedures Manual*.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
Modesto A. Maidique Campus
11200 SW Eighth Street - PC 230
Miami, Florida 33199
Telephone: (305) 348-2455

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

***R = Required *O = Optional**