**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*)**


**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

* = Required  
*O = Optional