



Incomplete Grades (IN) for Graduate and Undergraduate Students
380.0449

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
March 28, 1989	September 23, 2022	Academic Affairs

POLICY STATEMENT

An incomplete grade (IN) is a temporary grade. An IN grade may be given:

- (1) at the discretion of the instructor for work not completed during the semester and not caused by the student’s own negligence, or
- (2) in matters of alleged academic misconduct per Regulation 2501 Student Conduct and Honor Code.

The section below refers to item (1). Refer to Regulation 2501 for item (2).

An IN grade may only be awarded to a student when a small portion of the student’s work is missing, not to exceed 50% of the course work, and only when the student is otherwise earning a passing grade.

An IN grade must be made up as quickly as possible. The instructor determines the timeline to complete the class, but it cannot exceed two consecutive terms (including summer term) after the initial course or it will automatically default to an F grade. Students must not re-register for the course to make up the IN grade.

To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion. Individual Colleges/Departments may have additional requirements. Until changed, the “IN” is not computed in the GPA for students. A student cannot graduate with an IN grade.

NOTE For graduate students only: An IN grade cannot be assigned to dissertation or thesis credits to indicate that work is in progress. Additionally, graduate students must be enrolled in the term they graduate. Completing a course with an IN grade does NOT count as being enrolled for the term of graduation.

SCOPE

This policy applies to graduate and undergraduate students who are assigned an Incomplete (IN) grade, including non-degree seeking students.



REASON FOR POLICY

To provide guidelines for the awarding of an Incomplete (IN) grade and the process for completion.

DEFINITIONS

TERM	DEFINITIONS
Incomplete (IN) grade	Temporary grade given at the discretion of the instructor for work not completed during the semester and not caused by the student's own negligence.

ROLES AND RESPONSIBILITIES

- **Instructor:** Assigns IN grade in grade roster and completes electronic form. Initiates the official grade change process once the student completes the requirements to have the incomplete grade changed to a valid grade.
- **Student:** Must complete the assigned requirements by the specified time frame (no more than two consecutive terms).

RELATED RESOURCES

- ❖ University catalog: <http://catalog.fiu.edu/>

CONTACTS

Questions about this policy should be directed towards the office with administrative oversight of this policy.

RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Office of the Provost
Florida International University
11200 S.W. Eighth Street - PC 526
Miami, FL 33199

HISTORY

Initial Effective Date: Originally 4.2.3 INCOMPLETE GRADES (effective 3/28/89) from Graduate Policies and Procedures Manual

Review Dates (*review performed, no updates*): January 31, 2024

Revision Dates (*updates made to document*): June 2012. *This updated revision includes undergraduates and graduates in the same policy.* September 23, 2022.