

HOWARD UNIVERSITY POLICY

Policy Series: Academics and Research

Policy Title: 100-016 INCOMPLETE GRADE POLICY

Responsible Officer: Provost and Chief Academic Officer

Responsible Office: Office of the Provost and Chief Academic Officer

Effective Date: Prior to 1979

I. POLICY STATEMENT

The grade of I/ is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond his or her control, he or she has been unable to complete some small portion of the course work. It is the student's responsibility to request from the instructor arrangements for completion of the work. Moreover, the student must make up all incomplete grades during the next semester in residence after a grade of I/ is received. Such work, whether by examination or other obligation, must be completed by the last day of instruction in the next semester in residence. Each incomplete designation ("I") must be accompanied by an alternative grade ("B," "C," or "D"). The alternative grade will become the permanent grade if the incomplete is not removed.