

College of Music

Incomplete Grade Policy and Procedures for Graduate Students

An “I” or incomplete grade may be given when students, for reasons beyond their control, have been unable to complete course requirements. A substantial amount of work (50% or more of course requirements) must have been satisfactorily completed before an “I” grade request can be considered. While students must request an incomplete grade, the choice of awarding an “I” grade is up to the instructor, who will set the conditions under which the course work must be completed and the time limit for its completion (one year or less).*

The following process is used for incomplete grades. The student initiates the request for an incomplete from the instructor in writing via email. An email that outlines the conditions and time limit should be sent to the student and to Chris Martin (who will place the email in the student’s file). At the end of one year, "I" grades for courses that are not satisfactorily addressed are automatically changed to an "F". If the required work is completed by the deadline, the instructor must change the grade from an “I” to the earned letter grade in the web grading portal.

*Students on an assistantship are required to remediate an incomplete in 1 semester.