GOLDEN GATE UNIVERSITY

Title: "I" (Incomplete) Grades

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Approved by (if relevant): Committee on Academic Affairs

Public or Login required:

I (Incomplete) Grades

A student may request an instructor assign an **I (Incomplete)** grade for the course. The instructor has full discretion as to whether an Incomplete is appropriate. In no circumstances is the assignment of an incomplete appropriate unless the following criteria are met:

- The student is making satisfactory course progress as evidenced by a passing grade of coursework up to that point in time.
- The student has completed a significant amount of the assigned academic coursework.
- The student is unable to complete the remaining course material because of fully justifiable circumstances."

Coursework must be completed and the grade received by the Office of Records and Registration by the deadline date established by the instructor but not later than the end of the subsequent term." If the coursework is not completed by the designated deadline, the I grade will be changed automatically to the grade of F.

The student may repeat the same course in a subsequent term and will be required to pay all applicable tuition and fees. International Students (F and J Visa) with a student or scholar visa may receive I grades; however, these units are not included in their full-time unit load calculation.