

## **Grading and Withdraw Policies for Graduate Courses**

1. Students taking graduate courses have a maximum of one year to complete the work necessary to remove “I” (Incomplete) grades. The instructor may specify an earlier date for course completion. Final grades that replace incomplete grades must be submitted to the Office of the Registrar no later than the last day of final exams for the term ending one year later. The Registrar will convert incomplete grades that remain after the deadline to final and permanent grades of “F” (Failure).
2. An instructor may grant an extension to the I-to-F deadline of one year only with the approval of the Dean. If approved, formal notification must be sent by the Dean to the Office of the Registrar prior to the original deadline and must include a date by which the final grade will be received. If the instructor has not submitted a final grade by the extension date, the Registrar will convert the incomplete grade to a final and permanent grade of “F”.
3. Military personnel called to active duty while taking graduate courses, and who receive an “I” grade for reasons due to military service, have a maximum of one year to complete the work necessary to remove the “I” grade beginning 60 days after return from deployment.
4. Once an “I” grade has been converted to an “F” or “N” (Not Passing), the “F” or “N” cannot be converted to a “W” (Withdrawal) grade.
5. A graduate student may not graduate with grades of “I”, “F”, or “N” on the transcript regardless of whether the course is required as part of a degree program. All incomplete work must be completed by the date as specified on the Academic Calendar for the specified term. Courses which bear a final grade of “F” or “N” must be repeated. If the course is no longer offered, the department must identify a suitable equivalent or substitute course to serve as the repeated course. Once repeated, the most recent take of the course is the one used in the calculation of earned credit, quality points, and grade point average. The original course and grade remain on the transcript but are no longer calculated as part of the grade point average.

6. For courses such as practicums, internships, and dissertation study, faculty have the option to assign an “IP” (In-progress) grade. The “IP” grade does not convert to an F if not changed after one year but must be changed to a final and passing grade for graduation clearance.
7. Graduate students may withdraw from class up through the 12<sup>th</sup> week of the fall or spring semester, and withdrawal dates are specified in the Academic Calendar. Graduate students may withdraw from a summer class or an accelerated class up to the point in time that represents completion of 80% of the course. Students are not permitted to withdraw from classes for which an “I” grade has been assigned. Requests for medical withdrawals must be made no later than the last day of classes of the subsequent term in the academic calendar.
8. Student appeals for exceptions to the above academic policies must be submitted based on school policy to either the Student Standing Committee or Dean of their school. The written appeal must include an explanation and show just cause for consideration of an appeal. Recommendations may be referred to the Provost as necessary. Students will be notified in writing of the outcome at each level of appeal.