

**INSTITUTIONAL POLICY: E - 20**

**CATEGORY:** Education

**SUBJECT:** Removal of Incomplete (I) Grades

**EFFECTIVE DATE:** February 1, 1990

**LAST REVISION DATE:** March 22, 2006

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The requirements for the removal of a grade of Incomplete (I) should be obtained from the faculty member who issued the grade. A grade of "I" must be removed no later than six (6) calendar weeks after the final day of the course, system or rotation. When the student receives an "I" due to an excused absence from the final exam, the "I" will be removed upon completion of the make-up exam. If the grade of "I" is not removed within the aforementioned time period, the Vice President for Academic Affairs and Dean will be notified by the Registrar and he/she will order a permanent grade of "F" be recorded for the course, system or rotation and remand the student to the Student Promotions Committee for their review and recommendation. For years one and two, **all grades of "I" must be removed before a student may begin clinical rotations.**

Cross reference to E-12