

**Columbian College of Arts and Sciences
The George Washington University**

**Policies Governing Incomplete Grades in Undergraduate
Classes**

Incomplete grades may be granted only following the policies established by the Columbian College and the George Washington University. Please read the following excerpt from the *University Bulletin* carefully and be sure that the attached contract is signed by both instructor and student and that at least one copy is retained by the department.

Incompletes At the option of the instructor, the symbol I may be recorded if a student...is unable to complete the work of the course, and if the instructor is informed of, and approves, the reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. The course work must be completed within the designated time period agreed upon by the instructor and student, but ...no more than one calendar year from the end of the semester in which the course was taken.... The grade earned will be indicated in the form of I, followed by the grade. The indication of I cannot be removed and remains on the student's permanent academic record even after the course has been successfully completed. If work for the course is not completed within the designated time, the grade will be automatically converted to a grade of IF.

Students may NOT complete an incomplete grade by "sitting in" the same course taught by another instructor in a subsequent semester.