Incompletes Policy

Approved by Interim Chancellor Sakai on 12/04/2017

Undergraduate Policy:

Incomplete Grade (I)

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily, but because of unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. Incomplete grades should not be given to allow students to do extra credit work to raise their grades. The student must request the Incomplete option from the instructor, but it is the instructor’s decision whether or not to approve the request. Each Student who receives an "I" should consult with the Instructor to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the UH Hilo Academic Calendar, then the Instructor who assigned the "I" can change it to the appropriate grade using the Change of Grade form, taking the completed work into consideration. In exceptional circumstances, the division chairperson or Dean can change an "I" grade using the Change of Grade Form.

If the coursework is not completed by the deadline, the "I" will change to an "F" or failing grade. For students taking courses as "CR/NC" ("Credit/No Credit") or "P/NP" ("Pass/No Pass") who do not complete the coursework by the deadline, the "I" will change to an "NC" or "NP". The Instructor may set a deadline sooner than that listed in the Academic Calendar, reflecting the instructor’s availability to extend his/her commitment beyond the course. The time limit for Incomplete removal prevails whether or not the student maintains continuous enrollment. Some departments and programs may have more restrictive policies regarding incomplete grades.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas. Students who receive federal or state aid may lose their eligibility if they receive Incompletes. See the Financial Aid Satisfactory Academic Progress Policy.
All courses taken by undergraduate and professional level students are subject to the above policy. **Incomplete grades must be resolved before students can receive a degree.**

**Graduate Students:**

**Incomplete Grades**

An instructor may assign an Incomplete (I) when a student has done most of the course work satisfactorily but because of unforeseen circumstances has not completed all course requirements. The Incomplete is not for the purpose of converting a failing grade, or unsatisfactory work, to a passing grade. Incomplete grades should not be given to allow students to extra credit work to raise their grades. The student must request the Incomplete option from the instructor, but it is the instructor's decision whether or not to approve the request. Each student who receives an "I" should consult with the instructor to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the UH Hilo Academic Calendar then the instructor who assigned the "I" can change it to the appropriate grade using the Change of Grade form, taking the completed work into consideration. In exceptional circumstances, the division chairperson or the dean can change an "I" grade using the Change of Grade form.

If the coursework is not completed by the deadline, the "I" grade for graduate students will become an "NC" or "No Credit". The instructor may set a deadline sooner than that listed in the University calendar, reflecting the instructor's availability to extend his/her commitment beyond the course. The time limit for Incomplete removal prevails whether or not the student maintains continuous enrollment. Some departments and programs may have more restrictive policies regarding incomplete grades.

The incomplete policy has specific implications for students receiving tuition scholarships and other kinds of financial aid and for international students holding visas. Graduate students who receive federal or state aid may lose their eligibility if they receive Incompletes. See the [Financial Aid Satisfactory Academic Progress Policy](#).

All courses taken by graduate students are subject to the above policy. **Incomplete grades must be resolved before students can receive a graduate degree.**