Incomplete Policy

I = Incomplete - This grade is assigned where satisfactory progress is being made, but due to reasons beyond the student's control, final course requirements cannot be completed in time. Such records must be cleared before the midpoint of the semester following the semester in which the "I" was awarded or the "I" will automatically become an "F". See the academic calendar for the official date of the midpoint.

A “D” may not be used to satisfy requirements of a major. However, a “D” may be used to satisfy General Education requirements and all other requirements for graduation. An “I” (incomplete) may be given under unusual circumstances with valid reason. When the “I” grade is submitted to the Registrar, the instructor must also submit a written reason for the “I”, the assignments to be completed, and an estimate of the time required for completing the unfinished course work. If an “I” is not removed by the midpoint of the next semester, it will automatically become an “F.” An “I” is calculated as an “F” until it is removed. See the academic calendar for the official date of the midpoint.

Added January 12, 2012

At the discretion of the instructor, an “I” grade may be assigned when a student, who is otherwise passing the course has not, due to circumstances beyond his or her control, completed all the work in the course. When the “I” grade is submitted to the Registrar, the instructor must also submit a written reason for the “I”, and the assignments to be completed. Incompletes will become “F” grades automatically if the incomplete grade is not removed by the deadline published in the University Catalog. This is true whether or not the student is in attendance the following term at Pfeiffer University. Exceptions apply only under the following circumstances: - When the student requests an extension with the instructor’s approval due to a prolonged illness that can be documented with medical records or due to military deployment. Students do not need to re-enroll in a course in which they have received an incomplete grade. Students who choose to re-take the course will have the “I” grade on the original course converted to “F”.

(See Appendix W. for Incomplete Grade Agreement Form)