

Incomplete Grades

An incomplete grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, a term paper, or a laboratory project. An incomplete grade is explicitly not to be used as a mechanism to avoid receiving an undesirable grade when a student is performing poorly in a course.

To request an incomplete grade, the student must obtain and complete in consultation with the instructor an [Incomplete-Grade Contract](#) on which the precise agreement for clearing an incomplete grade is specified. Students should not be instructed to register for the course again, as this will result in a full tuition charge of the course. The form should be signed by the student, the instructor, and the student's academic advisor. Upon receiving all approvals, the student is responsible for submitting the form to Registrar's Office and to the advisor to submit to the Dean's office. The contract should be filed, or the Incomplete grade resolved, three weeks after the start of the following semester.

The period for clearing an incomplete grade is restricted to one calendar year from the date it is first recorded on the student's permanent record. An Incomplete grade outstanding for 12 or more months will convert to a permanent "Incomplete" on the student's transcript. Students may make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the chair of the department. Be aware that instructors' policies on the granting of incomplete grades may vary and that the final decision on an incomplete grade is up to the instructor. The university policy is here: <https://registrar.northeastern.edu/article/incomplete-grade-contract/>

"I" grades should never be given for Dissertation 1 and 2, Dissertation Continuation, Thesis Continuation, Exam Prep, Research, Seminar.

An "I" grade contract is not needed for courses extending two or more terms that will result in a letter grade, e.g. MS Thesis, MS Project (in certain cases), Gordon Engineering Leadership Challenge Project 1 and 2.