

**Minnesota State University Moorhead
Records Office**

INCOMPLETE GRADES

The mark of "I" (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester. It is the responsibility of students to develop a contract to meet the instructor's requirements for making up an Incomplete. Ordinarily, the Incomplete must be made up during the next semester. (Students receiving financial aid may have specific requirements. See the Financial Aid office for details.)

The grade of "I" is reserved for students who are unable to complete course requirements within the allotted time for reasons satisfactory to the instructor and who have made arrangements for subsequent completion of coursework. If an incomplete requires substantial class attendance in a subsequent term, the student must register to repeat the course and pay tuition and fees.

When requirements have been met, the instructor will notify the Registrar of the replacement grade. Incompletes which have not been completed by the end of the next semester will become "F" grades.