**Incomplete and Registered Coursework Policy**

For various reasons, students may find themselves unable to complete their coursework by the end of the quarter and may need to make formal arrangements with the instructor to take a grade of "I," Incomplete, in that class.

If the instructor agrees to grant a grade of "I" to reflect that the coursework is incomplete, the instructor will indicate in writing what work remains to be completed, the deadline to complete the outstanding work, and what the grade will be if the student fails to complete that work by the deadline.

A grade of "I" cannot be carried from one academic year into the next academic year. If no specific deadline for the coursework to be completed is set by the course instructor, the default deadline for completion of the work is the official start of the autumn quarter of the next academic year. The course instructor is expected to evaluate the completed work as quickly as feasible upon receipt. After the work has been completed and when a quality grade is submitted with the Office of the Registrar before the start of the autumn quarter of the next academic year, no intervening “I” will be recorded.

If the work is not completed by the deadline set by the instructor or by the start of the autumn quarter of the next academic year, a grade of “UW” will be recorded. A “UW” indicates an “Unofficial Withdrawal” and bears no point value and does not confer credit. *Students may be required to take a new course to fulfill the given program requirement.*

Additionally, a student may choose not to complete the coursework for a given class for a variety of reasons. In this instance, a student may formally request from the instructor prior to the end of the quarter, a grade of “R,” which means “Registered” or “Audit.” This status has no point value and does not confer credit. *Students may be required to take a new course to fulfill the given program requirement.*

This policy conforms to other divisional and university requirements.