UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS

TITLE OF POLICY: "I" GRADES

ORIGINAL DATE: SEPTEMBER 1994

LAST REVIEWED/REVISED: JUNE 2024

POLICY: The incomplete "I" grade may be given at the option of the faculty member related to
individually guided work that faculty anticipate may require more than 12 months to complete,
e.g., internship, that is not complete at the end of the term. “I” grades may also be given to the
students who, because of extenuating circumstances, e.g. military service, may not be able to
complete the course within a year.

When a grade of "I" is received for a course taken in another school of the University, the student
must remove the grade according to the policy of that particular school.

"I" grades in required courses must be completed prior to the master’s or DNP comprehensive
exam or doctoral comprehensive exam/overview.

All “I” grades in courses required for the degree must be completed before students are permitted
to graduate.

PROCEDURE: Upon completion of the necessary work, the "I" grade(s) in the original course(s) is (are)
changed to the appropriate grade by the faculty member's submission of the Grade Change
Authorization Form electronically.

Approved by Total Faculty Organization: 05/94, 11/07, 04/15, 4/21, 06/24
Reviewed 96-97, 99-00, 02-03, 05-06, 07-08, 11-12, 14-15, 17-18, 20-21, 23-24