

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.