

**University of Kansas  
College of Liberal Arts & Science  
Incomplete Grade Policy**

*Extracted from [University Senate Rules and Regulations](#)*

The letters W and I may be given. The letter I shall indicate incomplete work, such as may be completed without re-enrollment in the course. The letter W shall indicate withdrawal for which no credit or grade point is assigned.

The letter I should not be used when a definite grade can be assigned for the work done. It shall not be given for the work of a student in any course except to indicate that some part of the work has, for reasons beyond the student's control, not been done, while the rest has been satisfactorily completed. At the time an I is reported on the electronic roster, the character and amount of work needed, as well as the date required for completion and lapse grade if further work is not completed by this date, should be indicated.

A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year, or the last day of the term of graduation, whichever comes first. An I not removed according to this rule shall automatically convert to a grade of F or U, or the lapse grade assigned by the course instructor, and shall be indicated on the student's record.

Extensions to the time limit may be granted by the dean's representative upon submission of a petition from the student containing the endorsement of the course instructor who assigned the I grade, or the department chairperson if the instructor is unavailable. After the I grade is converted to a grade of F or U, the grade may only be changed in accordance with [USRR Article II, Section 3](#).

Source: <https://clas.drupal.ku.edu/undergrad/policies/incomplete>