

# DEPAUL UNIVERSITY

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## IN and R Grade Expiration Policy

**Category:** Academic Affairs – Faculty Council

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 7/20/2007

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### Policy Summary

The IN and R grade policy is intended to increase timely completion of Incomplete and R grades and comply with financial aid satisfactory progress regulations.

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### Scope

This policy affects all faculty and students, as well as staff working in schools, colleges, and Academic Affairs departments.

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### Policy

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#### "IN" Grades

Undergraduate and graduate students have two quarters to complete an incomplete. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, remaining incompletes will automatically convert to "F" grades. In the case of the Law School, incompletes must be completed by the end of the semester following the one in which the incomplete was assigned. At the discretion of the course instructor, a completion date earlier than the standard two quarter deadline may be established, and this date will supersede the two quarter timeframe stated above. In the event the original instructor is no longer available to grade the work, the Department Chair, where applicable, Associate Dean, or Dean will identify the faculty member who will resolve the incomplete.

Ordinarily, no incomplete grade may be completed after the grace period has expired. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee. This policy applies to undergraduate, graduate, and professional programs. In the case of a student who has applied for graduation and who has been approved for an Incomplete in their final term, the incomplete must be resolved within the four week grace period before final degree certification. It is up to the faculty member to determine when the work must be completed in order to meet this deadline.

## "R" Grades

At the undergraduate level the "R" grade must be completed within one year of the posting of the grade or it reverts to an "F" grade. Graduate R grades, with the exception of students completing a thesis or a dissertation research course, must be completed within one academic year or the grade will be converted to an F. A faculty member may, at their discretion, assign a completion date earlier than the one academic year deadline. This date will supersede the standard one year timeline stated above.

In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, Associate Dean, or Dean will identify the faculty member who will resolve the R grade.

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## Procedures

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### Incomplete Grades:

IN grades that have not been changed by the two-quarter (one semester for the Law School) expiration date will be converted to F.

- Changes to IN grades that have been converted to F must be approved by the college based exceptions committee.
- Students who have completed degree requirements, but have an IN grade that has not yet expired, can elect to have the degree posted and the IN grade changed to a permanent IN (ING). This grade is permanent and cannot be changed in the future. The student can instead elect to postpone degree conferral until the IN is resolved.

### R Grades:

R grades that have not been changed within one academic year of posting the R grade will be converted to an F.

- Changes to R grades that have been converted to F must be approved by the college based exceptions committee.
- Students who have completed degree requirements, but have an R grade that has not yet expired can elect to have the degree posted and the R grade changed to a permanent R (RG). This grade is permanent and cannot be changed in the future. The student can instead elect to postpone degree conferral until the R is resolved.

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## Divisional Collaborations

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Faculty Council

Committee on Academic Policy

School/College Offices

Associate Deans

Financial Aid

Office of the University Registrar

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## Contact Information

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Office of the University Registrar  
URSupport@depaul.edu  
(312) 362-8610

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## Appendices

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None

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## History/Revisions

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Origination Date: 7/20/2007  
Last Amended Date: 6/27/2019  
Next Review Date: