

**Policy and Procedure regarding Incompletes  
Department of Urban Affairs and Planning  
Graduate Programs**

*Please note: The below policy was sent via email by the Program Coordinator on February 27, 2013. Students with three (3) or more Incompletes must comply with this policy by February 27, 2014. If you have not reduced your total number of Incompletes to two (2) or less by February 27, 2014, you will not be permitted to register for the next semester.*

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*Per college policy:* “Instructors may assign the grade IN, meaning that course work (examinations, assignments, classwork, lab work) was not completed. **For an IN grade to be changed to a letter grade, all required coursework must be completed within one year after the IN grade is entered. If not changed to a letter grade within one year, the IN grade will become permanent.** Penalties for lateness that were previously established for the course will remain in effect.”

*Per departmental policy:* **A student may have a maximum of two (2) Incompletes. Any student with three (3) or more Incompletes will not be permitted to register for the next semester.**

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