



POLICY FOR ASSIGNING AND RESOLVING INCOMPLETE (“I”) GRADES FOR STUDENTS IN THE DOCTOR OF PHARMACY DEGREE PROGRAM

This document establishes the process for submission and resolution of an assigned end of term grade of “Incomplete (I)” for any course in the Doctor of Pharmacy Degree Program in the School of Pharmacy. Students and faculty are also referred to the University of Pittsburgh [Policy Governing Incomplete Grades](#).

A course coordinator may assign a grade of “Incomplete” (“I”) grade at end of term when a student has unfinished course work for a class. The assignment of an incomplete grade is appropriate if the student:

- has been making satisfactory progress in the course;
- has been active in the course; and
- is able to independently complete the remaining requirements without attending additional classes beyond the term.

Within **10 business days** of assigning a “I” grade is submitted, the course coordinator (or faculty supervisor in the case of Mentored Inquiry or Mentored Research courses) will develop a brief plan for grade removal. The plan, signed by both student and faculty member, indicates:

- the grade earned based upon the work completed by the student **to that point**
 - This grade will be automatically applied at the deadline date for plan completion or July 15, whichever comes first, when outstanding work is not completed.
- a description of outstanding work yet to be completed
- a deadline (date) for completion of outstanding work.
 - The completion deadline should take into account the work to be completed and any other mitigating factors.
 - All work must be completed by the stated deadline and no later than July 15 in the summer following the academic course year.
 - Extensions may be requested from the Program Director when completion by the assigned date is not possible due to extenuating circumstances.

If a student does not complete the work that is outstanding or fails to sign the plan, the grade earned will be automatically assigned.

When the outstanding work has been completed, the instructor must submit a grade change that assigns a final grade OR the end of term grade will be automatically assigned.

Date Approved: July 2026



Plan for Removing Grade of “Incomplete”

Course PHARM _____ Term: _____ Academic Year _____

Student _____

The faculty and staff in the School of Pharmacy are committed to student success and aspire for all students to perform well academically.

As of this date, you have earned an end of term course grade of _____. However, a grade of “Incomplete” has been assigned for now, with the opportunity for you to complete outstanding work to earn a letter grade determined after completion of all course work.

To remove the grade of “Incomplete”, after this faculty-student discussion, you agree to:

- _____
- _____
- _____

Following completion of your work, a final course grade will be calculated.

This “I” grade must be removed by the deadline of _____ and no later than July 15 in the summer of this academic year. Any “I” grade that remains after July 15 will automatically change to the earned grade stated above.

☐ I **agree** to the plan outlined above.

☐ I **reject** the plan outlined above and accept the grade earned to date

☐ The student did not accept the offered plan within the stated 10 business day period

----- Student Signature / Date

----- Faculty Signature / Date

A copy of this written and signed plan will be retained in the student’s file, with copies to the PharmD Program Director(s) and the Chair of the Academic Performance Committee