

Deferred Work

Professors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines for the completion of term papers or assignments; students must be made fully aware of these policies. However, if the time extension goes beyond the deadline for return of final course grades, the procedures for "I" grades must be followed.

Source: [2021-22 Academic Calendar, page 39](#)

I-Grades

The decision as to whether or not the student will be permitted to enter into a contract for the completion of a course rests with the professor. If the professor is not available, the student should contact the appropriate department/program Chair.

The agreement must be arranged prior to the deadline for submission of final grades and a copy of the agreement must be forwarded to the Office of the Registrar by the professor.

Course requirements must be completed within a maximum of 60 calendar days after the end of the semester.

The contract must indicate what the letter grade for the course will be if the student does not complete the coursework specified in the professor-student contract (i.e., the grade earned in the course to that date).

Unless the Office of the Registrar has been notified before, at the end of the 60-day period, the "I" symbol will be changed to a letter grade as determined by the professor, or, if the specified coursework has not been completed, the "I" will be changed to the grade indicated in the professor-student contract.

Extension of the "I" symbol contract beyond the 60-day period can be made at the discretion of the professor.

Source: [2021-22 Academic Calendar, page 48-49](#)