

<b>Policy title</b> Incomplete Grades Policy	<b>Category</b> Registrar
<b>Owner</b> Registrar's Office	

## Policy statement

An "I" (Incomplete) may be given only when work is left incomplete due to extenuating circumstances such as illness, military service, death in immediate family, or personal/family hardship. Students are eligible for an incomplete grade only if they have already completed 75% of the coursework. The percentage of completion is determined by the instructor. A student requests an incomplete grade from the instructor.

If the instructor and program director approve the request, the student must fill out an Incomplete Agreement form (available from the Registrar's Office) prior to the end of the semester with the instructor and program director. The work for an Incomplete must be finished within the time allotted by the instructor (maximum of one year from the close of the term in which the student is enrolled\*). The instructor stipulates what the final grade will become if the work is not completed.

If the work is completed within the allotted time, the instructor determines the final grade according to the quality of the student's performance. If the work is not completed, the Registrar assigns the final grade stipulated on the Incomplete Agreement form. The final grade is entered on the student's transcript in place of the "I."

A Permanent Incomplete is allowed only in cases resulting from a catastrophic event in the life of a student, such as an incapacitating illness or other problems beyond the control of the student, which prevent the student from completing the work. In such cases, the student, his or her proxy, or the instructor can petition the Executive Committee for a Permanent Incomplete.

*\*The maximum time limit for Incompletes in graduate courses numbered 5990 or 5991 is the degree completion deadline.*