

**FINAL VERSION**  
**Academic Policy: Undergraduate Studies**  
**INCOMPLETE GRADES**

An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student's control, such as personal illness, accident, or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. **A student may request that the course instructor assign an incomplete grade.** The instructor may assign an incomplete (I) grade only if the student is passing the course and can complete the remaining requirements without attending **additional** classes. If class attendance is required to complete course requirements, the instructor must issue a final grade.

An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student's cumulative grade point average will be calculated based on all completed course work.

A student is encouraged to complete the required work as soon as possible. The deadline for making up an incomplete is **at the end of the 10<sup>th</sup> week of the next subsequent regular semester. (Fall or Spring)** At the deadline one of the following actions will occur:

- The Instructor submits a final grade on the change of grade form.
- The Instructor recommends an extension with the approval of the department chairperson and Dean of the school offering the course.
- The grade of I converts to an F.

A faculty member may petition the school Dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances, e.g., disability or death of the student or faculty. If the petition is approved, the Dean will notify the Registrar to record an administrative withdrawal for the course.

Students will not be graduated with unresolved incomplete grades that were recorded **in Spring 2005 or thereafter.** Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.