

INCOMPLETE GRADES

A grade of Incomplete is given to a student by a faculty member normally only when illness or some emergency keeps a student from completing the final projects or examinations in a course in which he or she has been doing passing work. It is the student's responsibility to make sure that the Application for an Incomplete Form is completed and approved by the professor and is filed with the Registrar's Office. If the instructor agrees to assign an incomplete grade, the instructor will sign the form and give to the Registrar's Office for processing. The Registrar's Office will notify the student, instructor, and Program Director that the incomplete has been approved and will provide a final deadline date.

All work for courses with incomplete grades must be completed within eight weeks after the course with the incomplete "I" grade. Instructors must notify the Registrar's Office of any grade change using the appropriate form. All incomplete grades not changed by the deadline will become "F" grades. Any exceptions to this policy must be approved by the Office of Academic Affairs.