

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 they have 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. An Incomplete must be resolved by the end of the first four weeks of the subsequent semester or by the date indicated on the application. Only under special circumstances of health or other emergencies may the student petition the Office of Academic Affairs for an extension beyond this date. Otherwise, the incomplete grade will be changed automatically to the default grade—which is the student's earned grade as of the last day of the course.