

Policy Number: 05.021  
Policy Title: Incomplete Policy  
Policy Type: Academic/ Registrar Related  
Responsible Party: Registrar and Instructors  
Governing Bodies: Faculty Assembly  
Adoption Date: Fall 2011  
Effective Date: Fall 2011

### Incomplete Policy

An “incomplete grade” is a temporary indicator assigned when a written request has been initiated and submitted by the student and approved by the faculty member. Verbal approvals for incompletes are not acceptable. The faculty approval of the request indicates that requirements have not been completed by the student for good cause or some other circumstance beyond their control that prevented the student from completing the work during the term. An incomplete is not automatic or appropriate for students who have not managed to complete coursework in a timely manner. A student should be passing the class before a faculty considers approving an incomplete grade. No faculty member is required to issue an incomplete. It is the student’s responsibility to request an incomplete in writing, complete any work or expectations identified by the faculty member, and ensure that the grade has been changed. Requests for Incomplete Grade Forms are available in the Registrar’s Office. Deadline: Faculty may change incompletes by submitting a Grade Change Form by the deadline identified on the request form or by the end of the fifth full week of the next study term, whichever date comes first. If no grade is submitted by the earliest deadline, the incomplete grade will automatically convert to an F. Visiting professors, adjunct faculty, and resident faculty scheduled for a leave during the next academic term may not award incompletes.