

"Incomplete" Grade:

At the discretion of the course instructor, a temporary Incomplete grade ("I") may be given to a student who is passing a course, but is unable to complete the required coursework during the semester for reasons beyond her/his control. An Incomplete grade may be assigned only if the student has completed at least 90% of the coursework. The "I" grade is not an automatic extension and should not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), repeat the course, complete extra work, or because of excessive absenteeism or the student's unexcused absence from the final exam.

The student must request the Incomplete prior to the final examination or the last class meeting (courses with no final exam) using the "Request for Incomplete Grade" form. The course instructor should determine if the completed course work meets the minimum requirement for a grade of Incomplete. If the Incomplete is approved, the instructor should fill out the "Instructor" section of the form and sign it. The course instructor should submit a copy of the form to the Associate Dean of the college where the student's major is housed.

The responsibility for completing all coursework within the agreed upon time rests with the student. An Incomplete grade that has not been completed by the end of the sixth week of the subsequent term (including summer terms) will be changed automatically to F.