



“Incomplete” Grade Policy

A grade of “Incomplete” allows a student up to seven weeks of additional time to complete course requirements. An “Incomplete” may be assigned by the instructor, as an exercise of his or her individual discretion, if:

1. The student is returning from an excused absence
2. The student already completed at least 60 percent of the current semester’s coursework
3. The student projects to be able to successfully complete all course requirements if provided limited additional time

Students requesting an Incomplete are required to engage with their professor and establish a mutually agreeable plan, in writing, for submitting all required coursework.