

Incomplete Grade Policy

Students are expected to complete all coursework prior to the end date of the course. A student unable to complete all of coursework as planned for a session due to unforeseen events beyond their control (i.e., illness, emergency, reasonable cause) may receive an incomplete grade (I). Circumstances such as extracurricular activities, work obligations, other coursework demands, the routine care of family members, and other predictable or expected events are not considered extenuating circumstances and do not qualify for a grade of Incomplete. No prospective graduate with an incomplete grade may participate in the commencement procession.

For an incomplete grade consideration, the student must be passing the course and have completed at least three-quarters of the course requirements.

To qualify for a grade of incomplete, the student must:

- Have completed at least three-quarters of the course requirements
- Be currently on track to complete the course with a passing grade
- Have demonstrated consistent engagement and progress within the course
- Be able to document a severe extenuating circumstance that hindered progress in the course
- Have communicated with the instructor regarding course progress and/or the extenuating circumstance

The student must initiate an incomplete request in writing with the instructor at least five days prior to the end date of the course. The request must include the reason for the incomplete, an expected date of course completion and any other conditions stipulated by the instructor. The instructor may accept or deny the request based upon the student's performance, outstanding coursework and/or extenuating circumstances. The respective dean or division chair must approve the instructor's recommendation. If a student is determined not eligible to receive an incomplete in the course, the final course grade will be the earned grade, including zeros for incomplete assignments/assessments. If approved, the instructor must submit an Incomplete Grade Report form to the Registrar's Office by the final grade reporting deadline of the session. An incomplete grade is calculated as an F in the student's grade point average until the work is made up and a final grade is assigned.

All course work for an incomplete grade must be completed within 30 days after the last date of the class regardless of the student's enrollment status. Students will contact instructors in a timely manner so that instructors can provide a reasonable opportunity to complete remaining work. If an extension is needed due to unusual circumstances, the student must make a request in writing to the Registrar no later than one week prior to the deadline. Incomplete grades not made up by the deadlines convert to grades of F.

Incomplete Grade Deadlines

2024-25 Academic Year

Term/Session	Last Date of Class	Incomplete Deadline Date
2024 Fall Semester – Campus &/or Remote Courses (resident, internship, livestream, independent study, etc.).	December 19	January 21
Fall A Online Classes	October 19	November 18
Fall B Online Classes	December 14	January 13
Fall C Online Classes		
2025 Spring Semester – Campus &/or Remote Courses (resident, internship, livestream, independent study, etc.).	May 8	June 9
Spring A Online Classes	March 8	April 7
Spring B Online Classes	May 3	June 2
Spring C Online Classes		
2025 Summer – Campus &/or Remote Courses (resident, internship, livestream, independent study, etc.).	August 16	September 15
Summer A Online Classes	June 28	July 28
Summer B Online Classes	August 16	September 15
Summer C Online Classes		
Summer D Online Classes	July 26	August 18