

INCOMPLETE GRADE POLICY

Students are responsible for completing requirements for each course in which they are enrolled by the final day of the term. Incomplete grades may be given at the discretion of the instructor if students, for reasons beyond their control, are unable to complete the requirements for a particular course on time. Incomplete grades may be requested and given only during the final three weeks of a term. It is the student's responsibility to request an incomplete grade from an instructor, to obtain the Incomplete Form from the Registrar's Office, to secure the required signatures on the form, and to return the form to the Registrar's Office prior to finals. The maximum time allowed for the removal of an incomplete grade "I" is 90 days after the final day of the term in which the "I" is given. Incomplete grades which are not removed by the deadline will revert to the "alternate grade" submitted by the instructor or a grade of "F". No student may graduate with a grade of "I".