

Criteria for requesting the grade of “INCOMPLETE”

The grade of I, Incomplete, indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The grade of I is only appropriate when **all** of the following conditions are met:

1. The student is doing satisfactory work in the course.
2. The unfinished requirements can be clearly delineated.
3. The unfinished requirements constitute a relatively small part of the course (**30% or less**).
4. The student has justifiable reason(s) why the work cannot be completed on schedule (documentation is required).
5. The student arranges with the instructor to finish the work for the course by a date specified by the instructor on the form in the comments section.
6. Forms must be submitted to the department chair prior to submission to the Dean's Office.

A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will be changed to the grade F.