

**INCOMPLETE GRADES**

With the instructor's consent, an Incomplete grade may be assigned when a student has completed at least 75% of the coursework and is passing but cannot complete the course due to extenuating circumstances. The student must request an Incomplete grade from the instructor prior to submission of final grades. If the instructor approves the student's request, the instructor will outline the steps necessary for the student to complete the course and the date the work must be completed. The maximum allowable time is one year. The instructor must submit an Incomplete Grade form along with required attachments to the Records Office on or before the date final grades are due during the semester the Incomplete grade is assigned. No grade penalty will be associated with an Incomplete grade.

At the completion of all make-up requirements the instructor must submit a Change of Grade form to the Records Office. Incomplete grades should be changed to a letter grade (A, B, C, D, F) or S/U grade if the course has been approved with an S/U grading system. An Incomplete grade that has not been officially changed by the designated completion date entered into the student records system by the instructor will automatically revert to an "F" grade.