



## **Incomplete Grades Policy**

An incomplete ("I") grade may be issued by a professor in lieu of a final grade when course requirements have not been met by the end of a course. The use of an "I" is to be the exception due to extenuating circumstances rather than being a general practice. After consultation with the professor, the student initiates the request for an incomplete grade. Requests should be submitted within a reasonable amount of time, as determined by the professor. To make this request, the student completes the Course Extension Request Form located on the Student Portal.

The maximum time a faculty member may extend the deadline is an additional length of a program course.

Should a student not complete the work or a professor not submit the final grade by the deadline, the Registrar will default the "I" to the actual grade earned at the end of the semester, with a zero for any missing assignments used to calculate the final grade. The student can appeal this default grade, and the professor can change this default grade as applicable.

Requests for an extension beyond the deadline must be made in writing to the Registrar who will work in collaboration with the Department Chair and/or Site Director to determine final approval or denial of the request.