

# INCOMPLETE GRADES

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## Undergraduate Programs

The Instructor of Record for a course is under no obligation to assign an Incomplete grade or to administer a make-up exam. The Instructor of Record may assign a grade of "I" (Incomplete) to students when they warrant additional time to complete coursework due to extenuating circumstances beyond their control (e.g. serious illness, accident, or death of a family member). Incomplete grades may only be awarded when the student's grade would have otherwise been an "F". Incomplete work must be made up no later than six (6) calendar weeks following the last day of the academic term or session. If the course work is not completed by the end of the six (6) calendar weeks a grade of "F" will automatically be assigned. Extensions to the six-week limitation can only be granted with the approval of the Associate Dean and Associate Provost or Dean of Professional Studies and Non-Traditional Education.

## Graduate Programs

It is the responsibility of the student to obtain a "Petition for Incomplete Grade" form from the program office and to contact the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an incomplete grade. An incomplete will be considered for a significant, unexpected, abrupt change in life over which the student does not have control. Examples of acceptable grounds for granting an incomplete grade include personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

*All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".*

