

INCOMPLETE GRADES

The instructor has the authority to decide whether to give a student an Incomplete if all course work is not turned in by the time grades are due. As a general rule, an incomplete is assigned only in extenuating circumstances and only if the amount of work to be completed is limited. The Registrar notifies instructors and their Department Chair or Program Director of students who have carried unresolved incompletes on their transcripts for one semester. If the instructor does not resolve the incomplete by the end of the semester after the student took the course, the course grade is counted as an F in calculating the student's grade point average and is indicated with an I* on the student's permanent record. The instructor may designate a shorter period of time for the resolution of incomplete grades.