



Title: #V-9. Incomplete Grades

Date: February 6, 2024 (Replaces version dated December 19, 2016)

“Incomplete” is a temporary grade, given only when students have completed most of the course but are unable to conclude it because of illness or some other circumstance beyond normal control. Incompletes are not granted routinely but are based on significant work having been completed, valid reasons, and the discretion of the instructor. Incomplete grades (I) are indicated on the final grade roster like all other grades.

If all work is not completed within six weeks of the end of the semester, the “I” will become a grade of “F.” Continuations may be granted for a maximum of one semester by the instructor with the approval of the Vice President for Academic Affairs or Dean.

Incomplete grades are not assigned quality points, and the semester hours for incomplete courses are not counted as hours attempted. Students receiving a grade of —“I” will not be eligible for the Dean’s or President’s List that semester.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242