Date of original implementation: Unknown

Date of Last Revision: 4/7/15

**Incompletes:**

An incomplete grade (INC) may be granted by an instructor if the student has satisfactorily completed $\geq 67\%$ of the required work for the course, and the instructor has agreed to consider pending work for submission before the end of the following term. Students have one term after receiving an INC to submit outstanding work. INC’s that are not converted to a grade after one term will be converted to a grade of NCI (No Credit Incomplete) or a letter grade, assigned by the instructor, consistent with the work previously submitted for the course. NCI grades are factored into a student’s GPA as 0.0.

*Note: Granting an incomplete is a privilege afforded to the student, not a right. If an instructor agrees to grant an incomplete, an “Incomplete Course Work Agreement” form, which clearly states the work needed and the timeframe in which it must be delivered must be signed by both the student and the instructor.*

Individuals responsible for revision and implementation: Provost, Registrar