

Policy Title: Incomplete Course Work

Policy

A grade of "I" can be assigned when a student has not completed the assigned work in a course because of illness, unavoidable circumstances, or other reasons satisfactory to the instructor. The work must be completed and the "I" grade in all courses must be converted to a letter grade by the deadline set by the faculty member or by no later than the end of the next term.

Any student receiving an "I" should complete the Incomplete Grade Form available in the Office of Student Affairs.

A student failing to complete the assigned work to timely remove the "I" will receive an "F" for the course.