

Incomplete Grade Policy

A grade of Incomplete (INC) may be recorded only when the student is in good standing in the course, has already substantially completed the course requirements, and is experiencing extenuating circumstances considered valid by the faculty or the College (e.g., illness, military service, death in the immediate family, disability-related issues, personal or family hardship).

The student and the faculty will designate a due date for all work to be completed. The completion date must be by the end of the subsequent term. After the student's coursework is submitted to the faculty, the student will be assessed a final letter grade.

If a grade change is not submitted by the last day of the subsequent term by the current course faculty, the Registrar's Office will lapse the Incomplete grade to a Failing (F) grade the last day of the semester.

Degrees will not be posted to transcripts if there are any Incomplete (INC) grades listed on the transcript.