

Guidelines for Assigning an Incomplete Grade (“X”)

1. An incomplete grade (“X”) may be given when a student’s work is satisfactory in quality but, due to circumstances beyond his or her control, is not completed by the end of the semester. An incomplete is given to allow an extension of time beyond the end of the semester to complete the coursework. It is not given in lieu of an “F”.
2. It is the responsibility of the student to contact the instructor to initiate the request for a grade of incomplete and, if the request is granted, to initiate discussion with the instructor concerning fulfillment of remaining course requirements in a timely manner.
3. If the faculty member agrees to the student's request, an Incomplete Grade form must be completed detailing the circumstances that prevented the student from completing the course and listing the remaining requirements for completing the course. The deadline for completing the course work is to be specified up to ***one long term*** from the end of the semester the student was enrolled in the course in question.
4. The instructor and student must sign the completed Incomplete Grade form. The form may be accessed on the university web site located in the [Faculty Forms](#) section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the university Registrar.
5. The original copy of the Incomplete Grade form is to be submitted to the Office of the Registrar. A copy is to be maintained by the faculty member, a copy is to be given or mailed to the student, and a copy filed in the Dean’s office.
6. The incomplete grade will be recorded on the student’s record by the Registrar’s Office once the completed Incomplete Grade form has been submitted to that office. An incomplete grade may not be entered via Web for Faculty. Faculty should leave the grade cell blank for the student in Web for Faculty.
7. In rare cases, incomplete grades may be assigned for every student in a course. In this case, an Incomplete Grade form will have to be submitted for **each** student receiving the incomplete grade. The Incomplete Grade form will be added to the students’ academic file.
8. Once the student has completed the coursework, the faculty member must submit a Grade Change form to the Office of the Registrar changing the incomplete grade to a grade of A, B, C, D, or F. If the deadline passes without the student completing the course or the grade change form being submitted to the Registrar’s Office, a grade of F will automatically be assigned.
9. A completed Incomplete Grade form must be received in the Office of the Registrar by the close of business on the last class day of the semester. After the deadline, any remaining blank grades without a completed form will be recorded as “F”.