

Request for a Grade of Incomplete

Students are encouraged to complete all coursework by the end of the term. However, a student and instructor may agree to an extension on completing course work, if appropriate. In such circumstances, the following steps should be taken to formally request a grade of incomplete.

1. The student submits an online Request for a Grade of [Incomplete form](#).
The request will be reviewed by the instructor, Specialty Director and academic advisor. If approved, the Registrar must be notified and provided with a date when outstanding coursework will be completed.
2. The instructor will submit an Incomplete grade (INC) at the end of the term.
3. All outstanding coursework must be submitted to the instructor by an agreed upon date but no later than the first day of the second month of the following term (February 1, June 1 or October 1) and be in accordance with the Academic Progression Policy. See also Summer Registration policy.
4. Instructors are expected to submit final grades to the Registrar no later than 2 weeks following the agreed upon coursework submission deadline.
5. Should a student fail to submit outstanding work to the instructor by the agreed upon date, the grade of incomplete will be converted to a final grade (including Fail (F) should this be the case).

In rare circumstances, upon the recommendation of the student's Specialty Director, the Division Chair may grant an additional extension of time to submit incomplete coursework. A written request for such an extension must be made by the student to the instructor, Specialty Director and Advisor. The request must be made no later than two weeks after the agreed upon submission deadline for remaining coursework. Such a request will only be considered should a student experience extenuating circumstances beyond their control, such as serious illness, family emergency or a traumatic event.

If approved, the instructor will inform the Registrar of the new deadline. If the requirements of the course are met by the new deadline, the grade of incomplete will be replaced with a final grade. If the requirements of the course are not met by the new deadline, the student will receive a final grade (including Fail (F) should this be the case).

For students in the GEPN Program, a request for an incomplete may be granted by the Program Director during the summer semester in extenuating circumstances. An extension for completion of the summer clinical and/or course assignment may be given until the end of August. The student will be required to complete all remaining coursework before registering for the fall term and progressing to the first term of their specialty year.

Revised Executive Committee – October 25, 1989

Pmc 3/29/99

Administrative Update: November 16, 2005

Revised Executive Committee – February 16, 2005 November, 16, 2005, April 16, 2014

Revised and Approved by Executive Committee December 16, 2019

Approved by BPO January 15, 2020