

**Effective:** October 1997

**Academic Policy: Graduate Studies  
INCOMPLETE GRADES**

**Approved:** October 1997

Reviewed: June 1, 2007

Deans' Council, Faculty Senate

Updated: August 7, 2019, Deans' Council

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A student, upon consultation with the instructor, may receive a grade of Incomplete. The student has the responsibility to complete the appropriate work as outlined by the instructor by the end of the following semester. In the case of research reports and theses, the grade of Incomplete must be removed within one (1) calendar year. If a change of grade is not made by the instructor to indicate completion of requirements in the appropriate time span, the grade will be changed to an F. Under extenuating circumstances, the student may petition the Dean of Graduate Studies and Adult Learning, with the recommendation of the instructor, for an extension of time to complete the course or research requirements.