



## Incomplete grade requests and submission Information for faculty

An incomplete grade request is made by the student when there is a **significant** personal emergency that prevents the student from completing the last 25% or less of the course.

- A personal emergency means that something happened that was sudden and unanticipated such as a hospitalization or accident.
- An incomplete grade can only be approved by the faculty in specific instances and following [college policies](#).

### When can an incomplete grade be considered?

**All of these conditions must be met to be considered for an incomplete:**

- The student has successfully completed 75% of the coursework.
- The student has a personal emergency preventing the completion of the remaining work.
- The faculty agrees that an incomplete is appropriate.
- The faculty has NOT submitted a final course grade.

### Have students receive this information?

Yes. Students received an email explaining who can request an incomplete and information about the college policies. [Here is a link](#) to the information they received.

#### Things to know:

- You can decide the deadline for the student to submit the final work. The deadline can be no later than the date listed in the [Academic Calendar](#).
- The student is responsible for following the agreed to deadlines, communicating with you and submitting the work on time.
- Incomplete grades will convert to F grades if a final grade is not received by the deadline in the Academic Calendar.

### How do instructors review and approve the incomplete request?

After the you and the student agree that an incomplete is appropriate, the student submits the request online.

You will receive an email and approve the incomplete online, **before the final grade is submitted**. You cannot submit a request on behalf of the student.

You can also see pending incompletes and approve. **Go to [my.newpaltz.edu](#) > Faculty Services > Teaching Menu > Incomplete Grade Requests**

The "I" will appear on the faculty grading roster when you submit final grades. You will need to enter the date of last attendance/participation.

#### Review Incomplete Grade Request

You're reviewing the following incomplete grade request. For more information regarding incomplete grades, please refer to the [incomplete grade policy](#) in the Advising Handbook.

Student	Example Student (N00000000)
Section	ANT213-01, Intro to Archaeology
Request Reason	Reason here...
Request Date	Tuesday, November 2, 2021

#### Decision \*

- Approve  
 Deny

#### Last Participated \*

Enter or select the last date Example participated.

#### Grade

Optional. Enter Example's grade at this point in time. This is for informational purposes and is not the final grade.

### Submitting final grades

The deadline for students to submit work for incompletes in the Spring 2023 Academic Calendar is **March 3, 2023**. The final grade must be submitted on or before **March 17, 2023**. Incomplete grades convert to F grades after the deadline.

**To submit the final grade, instructors go to [my.newpaltz.edu](#) > Faculty Services > Teaching Menu > Grade Change Request Form**

### Questions?

If you have questions about the incomplete policy or process for submitting the request, please contact us by [email](#) or call (845) 257-3100 during business hours, Mon-Fri. 8:30-5:00

Thank you,

The Office of Records & Registration