

# Office of Records & Registration



## Who can request an Incomplete grade?

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 can only be requested if you are currently passing the course. It is not intended as a way to extend the time to submit additional work to improve a grade.

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

- The student has successfully completed 75% of the coursework with passing grades.
- 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.

## How is an incomplete submitted?

An incomplete grade can only be considered by the faculty if all of the conditions listed have been met and following [college policies](#).

[Need more information on how to submit?](#)

## Things to carefully consider

**Workload:** Completing a course from the previous semester, while also carrying a full course load is like carrying an additional course.

- *Can you take on this additional course load?*

**Deadlines:** Incompletes have a fixed deadline to submit work. That deadline is decided with the faculty but can be no later than the date listed in the [Academic Calendar](#).

- *Can you finish the remaining work by the deadline?*

If a grade is not submitted by the deadline listed in the Academic Calendar, the incomplete course will be graded with an F.

Questions? [Contact us](#)

The Office of Records & Registration

