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