

EXTENSIONS OF INCOMPLETES POLICY

Resolution of Incompletes

According to the *General Information Catalog*, students must complete the coursework necessary to resolve a grade of incomplete by the end of the long semester immediately subsequent to the semester in which the incomplete was assigned. If the instructor does not submit a new grade by the end of that long semester, the incomplete automatically converts to a grade of "F."

Requesting an Extension of the Period to Complete Coursework

Instructors have the option of submitting a request to have the incomplete extended past one long semester, but requests of this kind are granted only in rare cases. To submit such a request, the instructor of record must complete the online request to extend the time for an incomplete by the **last day for grade reporting** of that subsequent semester. Requests submitted after this date will not be considered. Thus, any grade that is not resolved by the end of the subsequent long semester, either through the submission of a grade change or request for extension, will automatically convert to a grade of "F."

In general, requests for extensions of time to resolve incompletes will only be granted under the following circumstances:

- Instructor was unavailable during the semester to work with the student to resolve the incomplete;
- Work was completed by the student on time, but instructor did not assess the work and submit the grade change during the semester;
- Student was prevented from completing the work during the semester due to circumstances beyond the student's control. Such circumstances might include but are not limited to:
 - Serious illness
 - Incarceration
 - Call to military service

The extension will only last through the next long semester. Extensions cannot be requested beyond that length of time; consequently, incompletes that are not resolved within one academic year automatically convert to an "F" with no appeal possible.