



Incompletes

Failure to complete the requirements of a course due to illness or other circumstances deemed acceptable by the instructor as beyond the control of the student may result in a grade of I (Incomplete). In order to receive an I, a Report of Incomplete must be filed in the Office of the Registrar with the signature of both the student and instructor. An incomplete grade will be changed to a standard letter grade by the instructor if the student completes the requirements of the course before the end of the next regular (fall or spring) semester or other grace period as established by the instructor. A grade of incomplete which has not been changed by the end of the grace period becomes an F. It is the student's responsibility to contact and make arrangements with the instructor for completing the course requirements.

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