

**\*NEW\*** [Undergraduate Incomplete Policy](#)  
(effective Fall 2020)

Related guidance for Students and Instructors:

*Student:*

- Students must make a written request to the instructor by the last day of classes for the semester
- Students should not re-register for or attend the class in a subsequent semester while completing an incomplete
- Work related to an incomplete should be completed independently with guidance from the instructor if required
- Any incomplete grade existing after the stated deadline will be converted to a failing grade
- Incomplete grades can affect academic standing, federal/state financial aid eligibility, athletic eligibility, degree progress, etc.
- Students receiving financial aid should consult with the financial aid office to determine the impact before requesting an incomplete
- Students not enrolled in any additional coursework for the subsequent semester, who are only conducting work related to their incomplete, will not have access to campus services (e.g., library, computer rooms, bus services, blackboard, etc.)
- Undergraduate students will not be eligible to graduate if they have incomplete grades, even if the incomplete grades are not applicable toward the degree
- Except for extenuating circumstances approved by the Office of Vice Provost for Undergraduate Education, incomplete grades converted to a failing grade will not be converted back to an incomplete grade
- Requests to change converted grades are subject to the official Timeline for Grade Changes and the approval of the Vice Provost for Undergraduate Education

*Instructor:*

- Instructors should not advise students to re-register for the class while completing an incomplete
- Instructors should not allow students to attend the class in a subsequent semester to resolve an incomplete
- Instructors must maintain record of incomplete request for two years following the completion of the class
- Instructors should clearly articulate what work remains to be completed and establish an agreed upon timeline in writing. The timeline cannot exceed the deadline for completion of an incomplete
- To assign a final grade, an electronic Grade Change Request form is required no later than two weeks after the due date for incomplete work, as listed on the Academic Calendar
- Any incomplete grade existing after the stated deadline will be converted to a failing grade
- If an exceptional circumstance requires extension of an incomplete, the instructor may make a request to the Office of Vice Provost for Undergraduate Education for up to one additional semester
- Except for extenuating circumstances approved by the Office of Vice Provost for Undergraduate Education, incomplete grades converted to a failing grade will not be converted back to an incomplete grade
- Requests to change converted grades are subject to the official Timeline for Grade Changes and the approval of the Vice Provost for Undergraduate Education