

Incompletes

Individual professors at their discretion may grant a student an extension for any course for up to 90 days following the last session of that course. The exact amount of time allowed for the extension is to be set at the time when it is granted. The student is expected to complete all outstanding work for the course within this period. A student seeking an extension must fill out entirely the appropriate Extension Form found in the Office of the Registrar or online in Moodle, and must have it signed and dated by the course professor prior to the end of the semester. Any student who has been granted an extension receives an “Incomplete” on his or her transcript until such time as the work is completed and the faculty member turns in the regular grade. Extensions are granted strictly at the discretion of the professor and are not to be considered automatic by students.

At the conclusion of the extension period that is identified on the completed Extension Form, all outstanding work is to be submitted and a grade turned in by the appropriate professor to the Office of the Registrar. Extensions beyond 90 days can only be granted on the basis of extenuating circumstances. A new Extension Form must be completed with an identified expected date of completion. If no grade is turned in either at the end of the 90-day period or at the end of the additional Extension (when granted), the professor for the course must turn in a new grade to replace the “Incomplete” on the student’s transcript. If sufficient work has not been completed for a passing grade, the student will receive No Credit for the course. If the course is required in the curriculum, the student must repeat it. A grade of No Credit will not be removed from a transcript at a later date, even if the course is repeated and a passing grade for the repeated course is earned.