

# Incomplete Grades

A temporary grade of incomplete may be awarded only upon approval and submission by the faculty member involved. Incompletes may not be entered on the faculty portal and are submitted directly to the Registrar. An incomplete grade of I indicates that the student was unable to complete all of the classwork because of illness or other unavoidable circumstances. The student must complete the remaining required work no later than nine weeks from the end of the semester during which the course was taken. This due date is published in the [academic calendar](#) of this Bulletin. The instructor must submit a grade to replace the incomplete by the end of the semester during which the student completes the class. If the circumstance is of such a nature that it may require additional time, the student must submit a [request for an extension](#) to the Academic Standards and Practices Committee.