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Dean Approved:	1/2018

Policy Title: Incomplete Course Work

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### Policy

A grade of “I” can be assigned when a student has not completed the assigned work in a course because of illness, unavoidable circumstances, or other reasons satisfactory to the instructor. The work must be completed and the “I” grade in all courses must be converted to a letter grade by the deadline set by the faculty member or by no later than the end of the next term as published in the academic calendar.

Any student receiving an “I” should complete the Incomplete Grade Form available on the Office of Student Affairs website.

A student failing to complete the assigned work to timely remove the “I” will receive an “F” for the course.