

# INCOMPLETE GRADES

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**Approved by:** University Curriculum and Policies Committee

**History:** Revised August, 2023

**Related Policies:** N/A

**Related Forms, Procedures and References:** Petition for Incomplete Grade form (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) (located on the Office of the Registrar forms page)

**For Questions Contact:** Office of the Registrar | 651.690.6531

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## Incomplete Grades

A grade of incomplete is given only when unusual circumstances deem it appropriate. Ordinarily, such circumstances would involve matters that are not wholly within the student's control, such as illness. Incompletes are awarded at the faculty's discretion.

Students who wish to receive an incomplete grade must request the grade from the course instructor no later than the last day of classes (as noted in the Academic Calendars (<https://www.stkate.edu/academics/registrar/academic-calendars/>)) for the term in which course requirements are due. The student must be making satisfactory progress in the course and recommended to have completed 75% of the course requirements at the time the request is made.

If granted, the recommended deadline for completion of the work is 4-6 weeks after the last day of classes in the session or sub-session in which the course is offered. The instructor may establish a due date after the recommended deadline if the student requests it and special circumstances warrant it.

The instructor will submit an alternate grade that will automatically be recorded if the student does not complete the requirements for the course by the deadline. If the course requirements are completed in the time allotted, the instructor must submit the final grade by the deadline. Extensions to the due date originally agreed to by the student and instructor must be approved by the academic dean.