

# INCOMPLETE MARK POLICY

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To be eligible to request an incomplete mark for a course that was not completed due to extenuating circumstances, undergraduate students must be earning a minimum D grade, and graduate students must be earning a minimum C grade, in the course at the time of the request. Appropriate documentation is required to support the extenuating circumstance.

The student or university-approved designee must request the IN mark from the instructor of the course, and it is the responsibility of the student to arrange to make up the incomplete work. After the instructor approves the request, the instructor must initiate the request by submitting an Incomplete Mark Contract workflow to the department chair/school director prior to the grading deadline. This electronic workflow includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). The Incomplete Mark Contract is sent electronically to the student.

When the work is completed, an appropriate grade will be assigned—based on the instructor’s evaluation of the work submitted—and a new grade point average computed.

If the student does not complete and receive a grade, or is not granted an extension, the student’s IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract:

1. at the end of one semester for undergraduate courses or
2. at the end of three consecutive terms for graduate courses.

If the student is granted an extension and does not complete and receive a grade by the deadline, the student’s IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract at the end of the term in which the extension deadline occurs.