



Policy Name:	Incomplete Grade
Effective Date:	Unknown
Last Revision Date:	December 16, 2021
Last Review Date:	Unknown
Approving Authority:	Northwest
Responsible Office:	Registrar's Office
Category:	Enrollment and Academics

I. Policy

- An incomplete grade is initiated with the course instructor.
- The incomplete grade indicates that due to unusual circumstances a small portion of a course has not been completed.
- In each instance when an incomplete grade is assigned, the instructor of the course is required to provide a statement as to the work remaining to complete the course.
 - The incomplete grade and statement of the work left to complete the course are submitted by the instructor electronically through CatPAWS at the final grading period for the course.
- The student must then complete the requirements for the course by the end of their next fall or spring term of enrollment, or the grade becomes an "F" on the student's permanent grade record.
- A student wishing to submit makeup work to remove an incomplete grade must make arrangements with the instructor two weeks prior to the final grade due date.
- Faculty members are not obligated to accept and evaluate make-up work in order to submit a grade after the above time periods.
- A baccalaureate degree will not be awarded with an incomplete grade remaining on the student record by the end of the term of graduation. Upon removal of the incomplete grade, the student will then be eligible to apply for graduation at the next graduation period.

Requests for extension of time must be petitioned to the Committee on Academic Petitions. Petition forms are available in the Office of the Registrar and on the Northwest website at <https://www.nwmissouri.edu/studentsuccess/petitions/>.

Grade point averages are based on grades recorded on the academic transcript by the Registrar four weeks prior to the spring and fall commencement activities.