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| Title: Incomplete Grades | Number: 4.15 | Page 1 of 1 |
| | Related Procedure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Legal Citation (if Applicable) | Board Approval/Revision: 26 March 2014 | |

An Incomplete Grade is a temporary grade, agreed upon by the instructor, indicating that the student has a satisfactory record of work completed but, for exceptional reasons, was unable to complete the final assignments due to unexpected events.

It is designed for students who, because of documented illness/hospitalization or circumstances beyond their control, such as military deployment or the unexpected death of a family member, are unable to complete their coursework within the semester even though they completed a majority of the coursework (75% of the total course points made up of assignments, tests, papers, lab work, outdoor field experience, etc.) in a satisfactory manner (C- or better grade). The student is responsible for initiating the request for an Incomplete Grade from the instructor.