

INCOMPLETE GRADES

An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of K (Incomplete), indicating the date by which the work is to be completed.

The **maximum** extensions for the submission of grades to the Internships and Student Affairs Office are as follows:

- **April 30** for Fall term courses;
- **July 30** for Winter term courses;
- **November 30** for Summer courses.

It is important to note that instructors may impose earlier deadlines than those listed. Please refer to Incomplete Courses for more information.