

I. The Academic Program

B. General Rules

4. Grades of “Incomplete”

It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student’s control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark “I,” Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor.

Incompletes are entered on the final grade roster, and instructors must submit by a “Report of Incomplete Grade” form to the Office of Student Life, which will in turn submit the form to the University’s Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:

1. The default date as stated in the “UND Schedule of Courses.”
2. An extension to 12 calendar months after the end of the course (requires approval of the Dean).
3. An extension to a date of the instructor’s choosing no later than 12 months after the end of the course (requires approval of the Dean).

Incomplete grades will convert to a grade of “F” if a grade or incomplete extension is not submitted by the instructor to the Office of Student Life on or before the deadline written on the “Report of Incomplete Grade” form. An incomplete grade must be changed by 12 calendar months from the ending date of the class. It is the student’s responsibility to contact the instructor about an incomplete grade posted on the final grade report.

An “I” may be converted as indicated above but cannot be expunged from the record. Students may not register in courses in which they currently hold grades of incomplete, except for courses that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on the academic record.