

Review the Incomplete Grade Policy on reverse. To request an incomplete grade, the student completes Sections I and II and submits application along with supporting documentation to the Registrar's Office ([registrar@huhs.edu](mailto:registrar@huhs.edu)). (Submit scanned documents only, .jpeg files, etc. are not acceptable.) The instructor specifies the conditions for making up the incomplete work in Section III and returns a copy to the appropriate dean for approval. If approved, the student will receive a copy of the signed form with the completion deadline. If denied the student will receive written notification. A copy will be retained in the student file. When the work is completed, the Registrar completes Section IV and processes the student's final grade. The form will not be accepted from the student. Incompletes must be made up by the completion deadline. Only in the most extenuating circumstances will extensions be granted beyond the approved completion deadline. Reason for requests for extension may be added to Section IV and must be approved by the appropriate dean.

Section I – Student Personal Information		
ID #	Name	Date
Preferred phone	Email	Diploma/Degree Program

Section II – Request for Incomplete – to be completed by student		
Course Information		
Course #	Course Name	Term/Year
Reason for Request – attach supporting documentation (i.e. note from physician)		
Student Signature		

Section III – Instructor's description of work to be completed and approvals			
List additional work required to complete the course			
Instructor Signature			Date
Dean Signature/Date	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Completion Deadline

Section IV – Approvals and Final Grade			
Other Information			
Dean Signature/Date (if new Completion Deadline is requested)	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	New Completion Deadline (if applicable)
Registrar Signature	Date	Final Grade	Date Work Completed

## **Incomplete Grade Policy**

An Incomplete "I" is a temporary grade a student may be granted at the discretion of the University when illness, necessary absence or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic module.

### **Incomplete grades may be given only in the following circumstances:**

- The student's work to date is passing with at least a C (70%) average;
- Attendance has been satisfactory up to the date of documented circumstances;
- Documentation of an illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame, typically within 8 weeks;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
- The student completes complete the Application for Incomplete Grade form before the end of the current module.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance will be recorded for a student who ceases attending class without authorization. If a student is unable to complete a course and does not meet these circumstances, he/she should consider withdrawing from the course. The student should review the [Withdrawal Policy](#) and contact the University with question prior to withdrawing.

A grade of incomplete will count as credit hours attempted in determining Satisfactory Academic Progress (SAP). These cannot be used as credits earned in the progress standard until a successful grade is assigned. Students issued a grade of incomplete while on SAP Financial Aid Warning will not be eligible to use federal student aid for subsequent payment periods, pending the resolution of the incomplete grade.

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A student who meets the criteria as stated above and wishes to request an Incomplete "I" grade for a course must complete the following:

1. The student must complete Sections I and II of the Application for Incomplete Grade form and submit the form with documentation to the Registrar ([registrar@huhs.edu](mailto:registrar@huhs.edu)) prior to the end of the academic module;
2. The Registrar will send the form to the instructor to complete Section III, sign, and return to the appropriate dean (Dean of Undergraduate Studies: [jennifer.green@huhs.edu](mailto:jennifer.green@huhs.edu) or Dean of Graduate Studies: [denise.wood@huhs.edu](mailto:denise.wood@huhs.edu));
3. The Dean will approve or deny the request based on the completed application and supporting documentation;

4. If approved, the student will receive a copy of the signed form with the completion deadline. If denied, the student will receive written notification of denial;
5. Incompletes must be made up by the completion deadline. If the work is not finished by the completion deadline the "I" grade will be converted to the final grade based on the standard HUHS grading procedure:

*All assignments, both complete and incomplete, will count as 70% of the final grade. The final exam counts as 30% of the grade regardless of whether or not it is completed.*

Only in the most extenuating circumstances will extensions be granted beyond the approved completion deadline. Reason for requests for extension may be added to Section IV and must be approved by the appropriate dean.

**Provisions for Incomplete Grades:**

- It is in the student's best interest that incomplete grades be made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year from the date an incomplete was recorded.
- The course work may be completed while the student is not enrolled in additional courses.
- Incomplete grades will expire on the completion deadline as stated on the approved Application for Incomplete Grade form. This date will be no more than 16 weeks from the last day of the module in which the incomplete was incurred.
- This policy affects incomplete grades given in fall 2016 and thereafter. Prior to 2016, unchanged incompletes remain on the permanent record as part of hours attempted and are calculated as a failing (F) grade in the GPA.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, or other purposes.
- Students who receive an incomplete grade in a course must not reregister for the course in order to remove the "I".
- An Incomplete is not to be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses.