POLICY

TITLE:	Incomplete Grade

POLICY INTRODUCTION:

At Goodwin University, an incomplete (INC) is a temporary grade granted at an instructor's discretion when a student has completed most of the coursework but cannot finish due to exceptional circumstances. A formal incomplete form must be completed, detailing the necessary work to complete and a deadline for completion. The electronic form will be submitted to the Registrar, with notification sent to the student, instructor, and Program Director.

POLICY DETAILS:

Students may request an incomplete before the last day of the semester if they have experienced exceptional circumstances preventing them from completing some coursework that has an impact on their final grade. Incompletes are granted at the discretion of the instructor involved. Students must have a D- or higher at the time of the request to qualify for an incomplete. If a student has an F or UG at the time of the request, they do not qualify. Students in some clinical courses may have two factors to be considered successfully passing a course. In those cases, they must have a grade of D- or higher and have completed 50% of the hourly requirement to be eligible for an incomplete.

If an incomplete is granted, an electronic incomplete form must be completed by the instructor and submitted to the Registrar's Office. The incomplete form must specify the course name and code, the student, the instructor, the current grade in the course, the date by which the incomplete must be resolved, and a list of the required work to complete. Any incomplete form that is submitted with missing information will not be accepted; the Registrar's Office will send the form back to the instructor to complete and their Dean will be notified. Notification of the submission of an incomplete will be provided electronically to the instructor, student, and Program Director.

When an incomplete is resolved, the instructor must submit an electronic grade change form to the Registrar's Office by the final grade submission deadline of the semester the incomplete was granted and notify the student of the new grade. All unresolved incompletes will be changed to the reported grade earned if work is not completed by the agreed upon timeframe or the maximum timeframe allowed by the institution. Students have until week 14 of the following semester to resolve an incomplete. Graduate students and students in internships, clinicals, or practicum courses may receive an extension on the incomplete at the discretion of the instructor and in consultation with the student and Program Director. Extensions may not exceed two semesters, potentially giving students a total of three semesters to resolve an incomplete.

Deans may allow a student to receive an incomplete if they have not met the grade and/or hourly requirement if the student has documented extraordinary circumstances.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ FACULTY HANDBOOK

☐ STAFF HANDBOOK

☒ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

- Students who take an incomplete in pre-requisite courses will not be allowed to move on to the more advanced level.
- Incomplete and grade change forms submitted with missing information will not be accepted by the Registrar's Office.
- Adjuncts must consult with their Program Director prior to giving a student an incomplete.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academics
Registrars
Financial Aid
Business Office
Office of Institutional Effectiveness

HISTORY:

Created May 2026
Reviewed
Revised

EFFECTIVE DATE:	April 2026
RESPONSIBLE OFFICE (ONLY ONE):	Registrar
REVIEW DATE:	Annually

PROCEDURE

TITLE:	Incomplete Grade

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At Goodwin University, an incomplete (INC) is a temporary grade granted at an instructor's discretion when a student has completed most of the coursework but cannot finish due to exceptional circumstances. A formal incomplete form must be completed, detailing the necessary work to complete and a deadline for completion. The electronic form will be submitted to the Registrar, with notification sent to the student, instructor, and Program Director.

PROCEDURE DETAILS:

Incompletes are initiated through the student or faculty member depending on the course, as detailed below. It is at the faculty members' discretion to give an incomplete, however, students are only eligible for an incomplete if there are exceptional circumstances and have a passing grade in the course. Students in courses that require the completion of a specific number of hours must also have completed 50% of the hourly requirements for the course to be eligible. Students who have an F or UG and/or have not completed 50% of their hourly requirement are not eligible for an incomplete.

In a didactic course, it is a student's responsibility to request an incomplete from their instructor. In a clinical, internship, or practicum course, the faculty or student may identify missing requirements and the need for an incomplete. It is at the faculty members' discretion to grant an incomplete. They determine this based on many factors including the students' progress in the course and circumstances for the incomplete. At the time the incomplete is awarded, students must have a passing grade of D- or higher. Students awarded an incomplete have until week 14 of the following semester to complete the requirements of the course and receive a final grade. If a student has not completed the requirements of the incomplete, the grade the student earned in the course, as listed on the incomplete form, will be updated in the system. If the student completes the outstanding work, the faculty must submit a grade change form with the new grade once the incomplete has been resolved but no later than the final week of the semester.

Graduate students and students in internships, clinicals, or practicum courses may receive an extension on an incomplete at the discretion of the instructor and in consultation with the student and Program Director. Extensions may not exceed two semesters, potentially giving students a total of three semesters to resolve an incomplete.

Once a faculty member agrees to give an incomplete, they must enter the students' current grade in the course in Colleague when entering final grades. The instructor must then complete an electronic incomplete form by the final day of the semester. The form is located in the Faculty Resources shell in Canvas. The form includes the students' name, faculty name, grade in course, work to be completed and/or hours to be completed, and date to submit completed work. Once complete, the form will be sent to the Registrar's Office to be kept in the students' file in compliance with Title IV Regulations. The Registrar's Office will change the grade to INC based on the Incomplete

forms that have been submitted. The deadline to submit an incomplete form is the same as final grades, no later than the end of the day one day after semester ends. A confirmation of the incomplete will be sent to the faculty, student, and Program Director. If an incomplete form is missing information, it will not be processed. The Registrar's Office will send the form back to the faculty member and Dean for resubmission.

When an incomplete is resolved, the faculty have until the day final grades are due, one day after the final day of the designated semester to submit a grade change form (available on the Goodwin University Website in the Registrar's Office page) which is captured and processed by the Registrar's Office. The instructor will also notify the student that a grade change was submitted. If a grade change form is missing information, it will not be processed. The Registrar's Office will send the form back to the faculty member and Dean for resubmission. If a student does not resolve the incomplete and/or a grade change form is not submitted, then the grade will revert to the earned grade provided on the incomplete form.

If an adjunct intends to give an incomplete, they need to talk with their Program Director prior to notifying the student. Since adjuncts may not be available once the course ends, there may be additional precautions and requirements that need to be met in order for an incomplete to be given by an adjunct instructor.

Students who take an incomplete in pre-requisite courses will not be allowed to move on to the more advanced level until the incomplete has been resolved.

APPENDICES:

Incomplete Form Sign documents online | Dropbox Sign
Grade Change Form Sign documents online | Dropbox Sign