

# INCOMPLETE GRADES

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An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course due to serious illness or reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor to complete coursework. The instructor and student must agree on remaining work and document the contract in the student file. Students should not re-enroll in a class for which they earned an incomplete. Students should not attend the course in a subsequent term in-person or virtually. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. No exceptions or extensions to the one-year timeline will be granted. Students may not earn a degree or graduate with a UMKC incomplete on their transcript.

This policy is exclusive of Professional and some Graduate level courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor.