

# Removal of Incomplete Grades

Students for whom an incomplete grade has been reported must remove the incomplete grade prior to the last day of classes the next semester in which the student is enrolled, unless the student requests, and is granted, an extension. Failure to meet this deadline will result in the incomplete grade becoming a permanent grade. A request for an extension should be made to the dean of the College, in writing, at least 10 days before the last day of classes.