ACADEMIC REGULATION: Incomplete: A student may request a temporary grade of Incomplete (I) for a course when an emergency situation arises (such as extreme illness or injury) that prevents a student who has successfully completed the first 75% of the course objectives from having the opportunity to complete the final 25% of the course objectives. The course instructor shall determine if this percentage has been fulfilled. The faculty member for the course must complete an Incomplete Grade Contract that designates the required remaining objectives and the period of time that will be allowed for the student to complete them. This instructor-determined time to complete shall not exceed 7 weeks from the last official day of the course. This agreement shall be sent to the student, the instructional supervisor, the Office of the Registrar, and the Dean of Instruction. Upon conclusion of the agreed upon time, the instructor shall report the final grade to the student, the Office of the Registrar, the instructional supervisor and the Dean of Instruction. For any grades not reported after 7 weeks, a grade of “F” will be automatically recorded by the Office of the Registrar.