“To receive an incomplete (‘INC’) grade in a class, you must request that grade in writing on a form available either at the Registrar’s Office or from the department secretaries, and then give that form to your instructor. The instructor may not grant an ‘INC’ without your permission. If you are unable to complete the form requesting an ‘INC’, the instructor may grant an ‘INC’ only if you clearly have expressed your wish to receive the ‘INC’ in a manner the instructor can use as evidence of that desire, such as a handwritten letter signed by you. If the ‘INC’ is granted in this manner, you must still complete the appropriate form as soon as practicable.

The grade of ‘INC’ will become an ‘F’ or other grade specified by the instructor at the time of granting the ‘INC’, if it is not removed by the sixth week of the next semester you attend, or after one year if you do not return. The instructor may choose a reasonable alternative date for removal of the ‘INC’. Such alternative date may not extend past one year of the close of the semester in which the class is taken. Such alternative date may be requested on the ‘INC’ request form. An ‘INC’ grade or the grade replacing it is not removed by repeating the course.”