Incomplete Grades

A student who receives an incomplete grade for a course must petition the FEA Academic and Curriculum Committee within two weeks from the date of the scheduled final exam for permission to complete the course. Coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the Committee may decide to give the student additional time to complete a course.

Incomplete course work will be reported as an “I” followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is to be based on a grade of zero on all missed work and should be reported in units of five. If the work is not completed within the period specified, the “I” is dropped and the numerical grade becomes the final grade.