Undergraduate Incomplete Grades Policy

Keywords: Incompletes, incomplete grades

Policy Number: To be assigned

Originally Issued: Prior to 2010
Revised: Fall 2013
Effective Catalog Cycle: Fall 2013

Approved by: Provost
Executive Sponsor: Provost
Responsible Office: registrar@umkc.edu

I. Policy Statement

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course because of illness or serious 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 or attending additional classes. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. Students should not re-enroll in a class for which they earned an incomplete. Students may not earn a degree or graduate with an incomplete on their transcript.

II. Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III. Who Should Read this Policy?

All faculty; Academic advisors; Registrar’s office personnel

IV. Instructions, Procedures and Related Information

Information from the Registrar’s Office

V. Contacts

UMKC Registrar’s Office: Website: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; Fax: 816-235-5513; Email: registrar@umkc.edu

VI. Exclusions

Graduate & Professional Students

VII. History & Updates

Revised Fall 2013

VIII. Appendices

None