

# School of Integrative Health / NDMU

## Academic Policy and Procedures

August 2025

Review Period: 2 Years

Subject: Grade of Incomplete Policy

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### 1. Purpose

This policy provides guidelines and procedures for requesting, approving, and resolving the Grade of Incomplete for all School of Integrative Health (SOIH) at NDMU courses except clinical courses.

### 2. Policy

The grade of Incomplete ("I") is reserved for exceptional circumstances. When illness, an accident, a family emergency, or another extraordinary life challenge makes it impossible for a student to complete the course requirements, the student may request a grade of "I" from the faculty member for a course in which the student is enrolled. Faculty should receive the [Incomplete Grade Request Form](#) as soon as possible after the qualifying event. The form must be submitted before the last day of the course.

To be eligible for an "I" grade, the student must have completed at least 60% of the required assignments for the course and there is a reasonable expectation that the student can pass the course based on the remaining available point values. Each faculty member will thoughtfully review the request, keeping in mind the circumstances for which an "I" grade is appropriate. The faculty member is not required to offer the "I" grade.

In the [Incomplete Grade Request Form](#), the faculty member will detail specific coursework to be completed. The faculty will also set a deadline for coursework completion. This date can be up to, but no later than, 30 days after the course ends. Once the student receives an "I" grade, they must arrange to fulfill all the terms of the [Incomplete Grade Request Form](#) with their faculty.

Note: This policy does not apply to clinical courses. See [Grade of Incomplete in Clinic Courses Policy](#) for more details.

### 3. Procedures

1. A student who wishes to request a grade of Incomplete ("I") must submit the [Incomplete Grade Request Form](#) and follow these steps: Complete Sections I and II of the [Incomplete Grade Request Form](#), providing a detailed reason for the request. In most cases, supporting documentation (ex: medical, military orders, etc.) that verifies the reason for the request must accompany the form. Submit this form as well as any documentation to the faculty member for the course in which the Incomplete Grade is being requested.

2. The faculty member will review the request and the documentation.
  - a. If the request is denied, the faculty member will notify the student within one week.
  - b. If the request is approved, the faculty member will complete Section III of the [Incomplete Grade Request Form](#) and return a copy to the student. The faculty will also enter an "I" grade into the Colleague Self-Service Portal with the date the work needs to be completed and graded.
  - c. If the faculty determines an extension of the Canvas classroom is needed, they are to complete the [Faculty I Grade Course Extension Request Form](#) to notify the LMS team to set this up. Once it is set up, the faculty will notify the student via their SOIH/NDMU email.
3. Upon completion of the required coursework, or the expiration of the time frame stated in the [Incomplete Grade Request Form](#),
  - a. If the terms of the Contract are met, the faculty member will convert the "I" grade to a "P" grade. To change the "I" grade to a "P" grade, the faculty will complete the [Grade Change Form](#) and send it to [registrar@ndm.edu](mailto:registrar@ndm.edu).
  - b. If the terms are not met, the faculty member will convert the "I" grade to an "F" grade. To change the "I" grade to a "F" grade, the faculty will complete the [Grade Change Form](#) and send it to [registrar@ndm.edu](mailto:registrar@ndm.edu).
  - c. If no action is taken the grade will automatically convert to an "F" after the date entered into the Colleague Self-Service gradebook.

The details of this full process will be made available to the student's Academic Advisor in order to provide additional support and monitor the progress of the Contract.

## **4. References**

Incomplete Grade Request Form

<https://www.ndm.edu/academics/integrative-health/soih-policies-forms>

Incomplete Grade in Clinic Courses Policy

<https://www.ndm.edu/academics/integrative-health/soih-policies-forms>

## **5. Approval and Revisions**

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).

Conversion of policy from Maryland University of Integrative Health