

School of Integrative Health / NDMU

Academic Policy and Procedures

Review Period: 2 Years

August 2025

Subject: Grade of Incomplete in Clinic Courses 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 clinical courses.

2. Policy

The grade of Incomplete ("I") in clinical courses 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 a course's clinic/patient visit requirements 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 clinic requirements to be completed. The faculty will also set a deadline for completion of all clinic requirements. This date can be up to, but no later than, 90 days after the last day of the course. 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 non-clinical courses. See the [SOIH Grade of Incomplete in Clinic Courses Policy](#) for more details.

2.1 AOM790 and ACP790 Series

In order to be eligible for an Incomplete Grade, students enrolled in the AOM790 or ACP790 series must fulfill the following requirements:

- Students must have satisfactorily completed at least 50% of the clinic/patient visit requirements of the course.
- Incompletes issued in trimester 9 of the program are required to be resolved within trimester 10 or 11 of the program.

- Students who have not resolved the Incomplete Grade by the end of trimester 11 will be issued the grade of Fail ("F"). To complete their program and clinical requirements, students will be required to reenroll in AOM790 or ACP790 and pay all tuition and fees.
- Incompletes issued in trimester 11 of the program must be resolved in trimesters 12-15 of the program.

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 form will not be accepted from 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.
 - 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.
 - 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>

Grade of Incomplete Policy

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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