

Logan University

INCOMPLETE GRADE POLICY

Policy AA. 017

Policy Number: AA.017

Effective Date: 5/1/2026

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Revised Date:

Purpose: To establish clear, consistent, and appropriately limited criteria and procedures for the issuance of an Incomplete (“I”) grade across all programs within Logan University, ensuring that Incomplete grades are reserved for genuine extenuating circumstances and administered with appropriate oversight.

Additional Authority: Registrar’s Office; Academic Calendars (College of Chiropractic and College of Health Sciences)

Scope: All students enrolled in programs within the College of Chiropractic (DC Program) and the College of Health Sciences. All faculty, Program Directors, Division Chairs, and Deans involved in grading and academic oversight.

Responsible Executive: Provost and Chief Academic Officer

Offices Responsible for Reviewing this Policy: Dean, College of Chiropractic; Dean, College of Health Sciences; Registrar’s Office

Recipients: All faculty, Program Directors, Division Chairs, Deans, and students of Logan University

Publications: University Policy Manual; College of Chiropractic and College of Health Sciences Student Handbooks; Logan University Website

Definitions: Incomplete (“I”): A temporary grade assigned when a student has satisfactorily completed at least 70% of required coursework but, due to extenuating circumstances beyond the student’s control, is unable to complete the remaining course requirements by the last day of the trimester. An Incomplete is not a substitute for a failing grade and is not appropriate in cases of non-attendance, poor academic performance, or a student’s intention to repeat the course.

Policy Title

Incomplete Grade Policy

Policy Statement

The grade of Incomplete (I) may be issued in cases where a student has satisfactorily completed at least 70% of required coursework and, due to circumstances beyond the student's control, cannot successfully complete the course by the last day of the trimester. An Incomplete is not appropriate for cases of non-attendance, poor academic performance, or a student's intention to repeat the course.

A student must initiate the request for an Incomplete grade; instructors may not assign an Incomplete grade without a written student request. Students must submit a written request to their instructor that includes a description of the extenuating circumstance and, where feasible, supporting documentation. The instructor determines whether the request meets the criteria above and, if granted, must submit an Incomplete Grade Form to their Program Director (College of Health Sciences) or Division Chair (College of Chiropractic) for approval prior to submission to the Registrar's Office for processing. Incomplete requests require approval from both the instructor and the Program Director or Division Chair before an Incomplete grade may be assigned.

The Incomplete Grade Form documents the student's and faculty member's acknowledgement of the outstanding course requirements and associated deadlines for completion. Upon completion of the outstanding requirements, the instructor will submit a Grade Change Form to their Program Director or Division Chair to reflect the earned grade. This form will then be submitted to the Registrar's Office for processing. In the event the student does not complete the terms of the Incomplete agreement, the grade will be changed to an F.

A student may not enroll in the same course while an I grade is outstanding. Students must satisfactorily complete an incomplete course before registering for courses for which the incomplete course is a prerequisite. In the College of Health Sciences, where programs are structured with Session I (weeks one through seven) and Session II (weeks eight through fourteen) within a single trimester, a student who receives an Incomplete in a Session I course may not enroll in or persist into a Session II course for which the Session I course is a prerequisite. The Incomplete must be resolved prior to the start of Session II. If the Incomplete is not resolved by the first day of Session II, the student will be removed from any Session II course for which the incomplete Session I course is a prerequisite and will be

required to repeat the Session I course in a future trimester. In the DC program, where courses may be prerequisites for the following trimester's course sequence, the student may attend the next trimester's course during the two-week Add/Drop period. If the student satisfactorily completes the incomplete course during the allotted time, the student will be added to the next course's roster. If they do not pass the incomplete course by the end of the Add/Drop period, they will be registered to repeat that course and dropped from any courses for which the repeated course is a prerequisite.

In the event a faculty member denies an Incomplete request, the student may appeal the decision to the Dean of their respective college. Appeal decisions are final and will be communicated in writing to the student and faculty member.

Considering the timelines for rectifying incomplete grades (see Procedures), written requests and decisions must be made and communicated promptly.

A student's anticipated graduation date may be impacted if an Incomplete grade is granted in the final trimester and/or courses of their academic program. If the incomplete is rectified before the first day of the following trimester, the conferral date used will be of the original graduating trimester. If the incomplete is rectified on the first day of the following trimester or after, the conferral date used will be the next upcoming graduation date. Graduation will not be posted on the student's record for a future date.

Timelines for Rectifying Incomplete Grades

College of Chiropractic

The deadline to rectify an Incomplete grade in the DC Program is the end of the Add/Drop period of the following trimester, which is at the beginning of week three.

College of Health Sciences

The deadline to rectify an Incomplete grade in the program is the end of the Add/Drop period of the following trimester. Each program's Add/Drop dates are noted in the academic calendar. Exception — Session I Incomplete with Session II Prerequisite Dependency: Where a student in the College of Health Sciences receives an Incomplete in a Session I course that is a prerequisite for a Session II course within the same trimester, the deadline to rectify the Incomplete is the first day of Session II of that trimester. The standard end-of-Add/Drop deadline for the following trimester does not apply in this circumstance. If the Incomplete is not resolved by the first day of Session II, the student will be removed from the dependent Session II course and must repeat the Session I course. The Program Director is responsible for identifying any such prerequisite dependency at the time the Incomplete is approved and for notifying the student and the Registrar's Office of the applicable earlier deadline in writing.

Extended Timelines — Extraordinary Circumstances

In extraordinary circumstances, the Dean of the respective college may approve an alternate, longer time period for an incomplete grade. Such requests must be submitted in writing by the student's Program Director or Division Chair to the Dean prior to the standard deadline and are subject to the Dean's sole discretion.