

Missouri Western State University

Incomplete Grade and Grade Change Policy

INCOMPLETE GRADE—*An incomplete grade must be removed within eight weeks after the last final exam day for the current term (Fall, Spring, Summer); otherwise, the grade will be recorded as an “F”.*

Any extension of time beyond the allotted eight weeks is not permitted.

Under some conditions, however, the “F” may be changed by processing a grade change.

GRADE CHANGE—*A course grade change must be approved by the Department Chairperson and the appropriate Dean. The approved grade change must be submitted to the Registrar’s Office prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded.*

⇒ *After this time period, a grade change must be approved by the Admissions and Graduation Committee.*