



Maryland University of Integrative Health
Academic Policy and Procedures
Review Period: 2 Years
Subject: Request, Approval, and Contract for Grade of Incomplete

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1. Purpose

This policy provides guidelines and procedures for requesting, approving, and resolving the Grade of Incomplete for all Maryland University of Integrative Health (MUIH) 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 [Request for Incomplete Grade 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 [Request for Incomplete Grade 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 [Request for Incomplete Grade Form](#) with their faculty.

Note: This policy does not apply to clinical courses. See [Policy 6041 Request, Approval, and Contract for Grade of Incomplete in Clinic Courses](#) for more details.

3. Procedures

A student who wishes to request a grade of Incomplete ("I") must submit the [Request for Incomplete Grade Form](#) and follow these steps:

1. Complete Sections I and II of the [Request for Incomplete Grade 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. If the request is denied, the faculty member will notify the student within one week. If the request is approved, the faculty member will complete Section III of the Incomplete Grade Request and return a copy to the student and the Registrar's office at registrar@muih.edu. The form will not be accepted from the student.
3. Upon completion of the required coursework, or the expiration of the agreed upon time frame in the Contract, the faculty member will change the student's grade in the Data Portal.
4. If the terms of the Contract are met, the faculty member will convert the "I" grade to a "P" grade. If the terms are not met, the faculty member will convert the "I" grade to an "F" grade. Faculty will have 15 days after the deadline of the Contract to convert these grades in the Data Portal.

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:

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

Policy 6041 Request, Approval, and Contract for Grade of Incomplete in Clinic Courses:

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

5. Approval and Revisions

Approved August 22, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- ✓ Note: This policy replaces the former "Request, Approval and Contract for Grade of Incomplete (I)" Standards and Practices, which was last reviewed in February 2016. A copy of "Request, Approval and Contract for Grade of Incomplete (I)" is available from the Office of the President.
- Revision 1 Replaced prior forms with a single Request for Incomplete Grade Form. Changes throughout to reflect process for new form.

Approved February 27, 2020, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2 Clarified that the deadline for course completion must be within 30 days after the course ends, not 30 days after the end of the trimester.

Approved February 26, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 3 Clarified that 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.

Approved September 7, 2022 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

