COVID-19 Crisis Policy Regarding Incomplete Grade Request Options for   
Mayville State University

Policy:

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I).

Due to the extraordinary situation that our students have been put in directly related to the COVID-19 Pandemic, Spring 2020 course incompletes will be granted a deadline of August 21st at 4:30pm.

Courses that include, but are not limited to field experience, internships and/or student teaching are eligible for a onetime extension of December 11th at 4:30pm.

Procedure:

1. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an incomplete grade, and, upon instructor approval, make arrangements to complete the work.
2. An Incomplete Grade Form detailing the work to be completed, expected completion date, and grading standard is to be signed and dated by both the instructor and the student. The form is to be submitted to the Academic Records Office by the grade submission deadline for the session in which the course was taken.
3. All grades of Incomplete that are not removed within the specified time are automatically changed to the grade indicated on the original Incomplete Grade Request form submitted by the student and instructor.
4. Students are not allowed to graduate with Incomplete grades on their academic records. Upon graduation, unconverted Incomplete grades will convert to grades of ‘F’. If a course in which Incomplete grade was assigned is required for graduation, graduation will be postponed.

Students are urged to complete their coursework prior to the original deadline of August 21st. If the student and instructor agree to an earlier completion date this date should be noted on the Incomplete Grade Form.