

Subject: Incomplete Reversion Approaching: Monday 1/20/2025

Sent: Friday, January 17, 2025

Hello Faculty,

Our records indicate that you have an Incomplete Grade Contract for the Fall 2024 semester that will be expiring on **Monday, January 20, 2025 at 11:59PM**. This reversion deadline is set by policy, and may have academic standing or financial aid implications. Incomplete grades that are not changed will automatically revert to the published reversion grade at 11:59PM 1/20/2025.

You can update your student's grade by using the Grade Change Form in [SIS](#). If the student has not completed any additional work as agreed, or the submitted work has not changed their letter grade, you can choose to let the grade revert or submit a change in advance.

[Undergraduate Student Grading Policies](#)

[Graduate Student Grading Policies](#)

Office of the Registrar
Homewood Schools (KSAS & WSE)