

Subject: Registrar's Reminder: Fall 2025 Incomplete Reversion Deadline Approaching

Sent: Wednesday, January 14, 2026

Dear Faculty,

The Incomplete Reversion Grade due date is quickly approaching! **Fall 2025 Incomplete Grades will expire on Monday, January 19, 2026.**

According to our records, you have at least one graduate student with an I/Reversion Grade that will expire. Because your student is a graduate student, they may take until the 3rd week of the subsequent semester to complete your course. This maximum deadline is Friday, February 6, 2026 for Fall 2025. Please reply to this message if you would like the reversion date updated for your student.

If no change is necessary to the current Reversion Grade, the conversion will automatically take place on 1/19/2026. If a change is required, please complete the attached Grade Change Form. **Grade Changes must be submitted in SIS using the Grade Change Webform. Email/PDF/Print requests are no longer accepted as of December 2022.**

Pursuant to the academic policy below, please submit the grade change prior to the deadline.

Graduate Incomplete & Reversion Grade Policy Information: [Academic Policies | Johns Hopkins University Academic Catalogue](#)

Students who are in good academic standing have until the end of the third week of the next semester to finish incomplete work. Exceptions to this deadline require a petition from the instructor, and appeal to the student's respective graduate affairs office before the end of the third week of the following semester. When appealing to change the deadline, faculty members must specify a new date for completion of the work which must be before the end of the current semester. Incomplete grades cannot typically be held over into a third semester in order to complete the missing work, nor can incomplete grades be resolved by retaking the course.

Dropping a course with an Incomplete grade is not permissible at any time.

Changing an Incomplete grade to a final grade (A through F, Pass) may be done by the instructor if during the designated timeframe. After that deadline passes, grade change requests must be sent via a grade change form to the student's cognizant Dean's Office of Graduate Academic Affairs (Renee Eastwood, KSAS/Christine Kavanagh, WSE) for review and approval.

Thank you for your attention to this matter!

Office of the Registrar
Homewood Schools (KSAS & WSE)