

INCOMPLETE COURSEWORK

A grade of "Incomplete" (I) may be assigned at the instructor's discretion when student coursework is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. A good cause may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situation of equal gravity. If such a situation occurs prior to the withdrawal deadline of the course, students should consider withdrawing from the class. Students failing a course will not be granted an "Incomplete" to avoid receiving an "F."

It is the student's responsibility to maintain contact with the instructor and to turn in all required work within the designated time (not to exceed one semester, excluding summer, unless the "Incomplete" is granted due to activities related to military leave). Both parties must discuss the need for an "Incomplete", the process for completion of course requirements, and sign the "Incomplete Form." The "Incomplete Form" serves as an agreement and will guide the course(s) completion. If an "Incomplete" is granted at the end of the fall semester, students must complete it by the end of the spring semester. For spring or summer semesters, students must complete all requirements by the end of the following fall semester.

Any extensions beyond the maximum semester of allowed time must be initiated by the student for the instructor's consideration. The instructor will complete and submit a Grade Change form to the Registration & Records Office when all required work is complete. If not completed in the designated timeframe, a grade of "F" will automatically be awarded.