

## Incomplete Policy

**An Incomplete (“I”)** may be given at the discretion of an instructor only in exceptional documented cases such as illness, family emergency or other extenuating circumstances.

The School for Continuing and Professional Studies will enter a grade of “I” in the WebReg system if the following process for granting an incomplete has been followed.

The student must complete the work and the incomplete grade must be reconciled within six weeks after the end of the session or prior to the beginning of the next regular session (whichever is earlier). If the Incomplete is not cleared within the specified period, the grade will automatically default to a failure (F).

**To be eligible for an Incomplete, a student must otherwise be passing the course at the time his/her semester is impacted by the extenuating circumstances.**

**Students who are on Academic Probation or Special Continued Probation are not eligible for Incompletes.**

### **Procedure:**

1. The student discusses the possibility of an Incomplete with both his/her instructor(s) and an advisor/counselor in the School for Continuing and Professional Studies prior to the end of the session.
2. The student provides documentation to the Continuing and Professional Studies in support of the extenuating circumstances that necessitated the application for the Incomplete.
3. The advisor/counselor in the Continuing and Professional Studies will give the student the Incomplete Form and a document verifying that documentation is on file.
4. The instructor fills out the Incomplete Form including an outline of what work needs to be submitted by the student to fulfill course requirements. The instructor and student sign and date the Incomplete Form.
5. All paperwork is due into the School for Continuing and Professional Studies office by 4:00 on the business day following the last day of classes.
6. The student will complete required work by the completion date.
7. The faculty member submits a new grade once the missed work has been completed.
8. At the end of the time allowed for completion, the School for Continuing and Professional Studies will change the incomplete (I) grade to the new grade submitted by the faculty member, or, if the work has not been completed, will change the grade to a fail (F).

**It is the student’s responsibility to insure that the work is completed within the prescribed time and given to the instructor, who then submits a grade to the School for Continuing and Professional Studies.**

