INCOMPLETE COURSEWORK

The designation of “I” (Incomplete) will be assigned by a course instructor when course requirements have not been completed on time and the course instructor assesses this as due to unavoidable circumstances. A student must have successfully completed at least 50% of the coursework in the sequence in which it is offered in the course to be considered for an Incomplete.

Students should inform the course instructor as soon as they know that they will not be able to complete the course requirements on time if they intend to request approval for an Incomplete. To request approval for an Incomplete, the student must consult with the course coordinator beforehand; discuss the reasons for requesting the Incomplete; his/her proposed plan and date for completing the course requirements. The student must initiate the “Notification of Incomplete Coursework” form, which has been signed by the student, the course instructor, and the student’s adviser. If the Incomplete is warranted, the course work must be completed by the end of the following semester or summer term for all academic program courses. An Incomplete in a prerequisite course must be resolved before the next course begins. The course instructor will submit the Notification of Incomplete Coursework form to the Office of Records and Registration to be included in the student’s record.

If an “I” is not resolved within the contracted time period, the course grade will be calculated on the completed work. Once a grade is determined, the course instructor will send the assigned grade to the Office of Records and Registration.

For prerequisite students, permission is required to register for the next semester when two or more Incompletes are on the student’s record.