

# INCOMPLETE COURSEWORK

---

## 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 determines this as due to unavoidable circumstances.

A student must have successfully completed at least 50% of the coursework as determined by the course faculty by the last day of classes to be considered for an Incomplete.

For the **MSN (Entry into Nursing) Program**, the coursework in each semester builds on the knowledge acquired during the prior semester.

Therefore, an incomplete or withdrawal from a required course must be completed before the student can progress to the next semester coursework.

## Incomplete Procedures

- 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 and assigned advisor beforehand; discuss the reasons for requesting the incomplete; the proposed plan and date for completing the course requirements.
- The student must initiate the Incomplete Grade Contract form by logging into the Self-Service portal (<https://sis.jhu.edu/sswf/>). Detailed instructions on how students submit the Incomplete Grade Contract can be found on the OUR's website (<https://registrar.jhu.edu/incomplete-grade-contract/>).
- 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, student, and Student Records office will be notified through an automated email notification once the incomplete grade contract has been approved. The system will then generate the incomplete grade in the student information system (SIS).
- If an “I” is not resolved within the contracted time period, the course grade will be calculated on all required coursework. Once a grade is determined, the course instructor will submit a grade change through SIS.
- For prerequisite students, permission is required to register for the next semester when two or more Incompletes are on the student's record.