

INCOMPLETES

The grade "Incomplete" is assigned only to students who are doing satisfactory work but for compelling reasons, such as a loss in the family, cannot complete the course as scheduled. This grade will not be given to those who fail to complete coursework due to unexcused absences or other circumstances within the student's control. Students wishing to apply for an incomplete must obtain a form from the Registrar's Office. The policy for Student "Incomplete" is as follows:

1. Students must formally request an incomplete from the instructor within thirty (30) days from the end of the semester.
2. Instructors reporting grades of "Incomplete" are required to submit an instructor/student contract outlining the reason for unfinished work, a statement stating the portion of work that has been completed and in addition a statement as to the nature of the incomplete portion of work. The Incomplete grade contract form should include a final grade to be assigned if a student does not complete all the requirements of the course by the proposed deadline.
3. In evaluating student performance, "Incomplete" shall have the same status as a "Withdrawal." It does not affect GPA but does affect completion rate for the purposed of determining satisfactory academic progress.
4. Grades of "I" assigned to courses will be retained on the student's records in the Registrar's Office and, when these grades are resolved, separate entries will be made on the records. Such entries are to be recorded in the semester that the grade is resolved. If the terms of the contract are not met, the "I" grade will be changed to an "F" grade after 6 weeks into the following semester.