

Incomplete Notation

Undergraduate students may request an incomplete notation (I) for a course when there are student from finishing the course. Students are expected to contact their instructors directly, and as soon as possible, when these situations occur. Students should also consult their course syllabus for relevant policies regarding incomplete work. Awarding an incomplete is always at the discretion of the instructor.

Approval for an incomplete requires the submission of the [Incomplete Notation Contract](#). An incomplete notation will allow the student to complete the course after the semester has ended.

Beginning in fall 2024, approval from the College Dean Office is required in addition to approval from the instructor of the course, before an incomplete notation will be entered on the

Requirements for a student to be eligible to request an incomplete:

- Student must have successfully completed the majority of the course and its related components (lab, workshop, recitation) prior to the extenuating circumstances which prevented the completion of the course.

- Student must be capable of earning a passing grade in the course once all work is complete.

- Student cannot be required or expected to audit the course in a future semester to complete the outstanding work.

Under no circumstances can an incomplete notation be requested for a student who:

- Wishes to complete additional work beyond what is outlined on the syllabus to improve a grade.

- Wishes to redo coursework already completed to improve a grade.

- Needs to complete the majority of the course and its related components (lab, workshop, recitation)

- Needs to repeat a course.

Advising

Time-Limits and Extensions

All incomplete contracts should be submitted by the grading deadline for the term, or an earned grade should be entered by the instructor. A contract can be agreed upon later (within one term), but a grade or contract must be submitted by the grading deadline.

Students in any status (In progress, Leave of Absence, Suspended, etc.) have up to one semester

Last Review Date	October 2024
------------------	--------------