

## Incomplete Guidelines and Process

Approved by Faculty Senate: May 7, 2025

The mark “I” (Incomplete) indicates that a student has not yet submitted all evidence required for a final grade. An incomplete designation is intended to provide students with additional time to complete coursework under specific, extenuating circumstances and is not a substitute for unsatisfactory academic performance or lack of engagement during the term.

To be eligible for an incomplete, students must meet **all** the following criteria:

- **Active Participation:** The student must have actively participated in the course for a significant portion of the term.
- **Substantial Completion:** The student must have successfully completed a significant portion of the course assignments and has a passing grade at the time of the request. Example: Completed 60% of the course with active participation.
- **Extenuating Circumstances:** The student must have experienced circumstances beyond their control, such as severe or prolonged illness, military service, extreme hardships, or emergencies, that occurred after the midpoint of the semester or course. Instructors may request verification of these circumstances.
- **Independent Completion:** The student must be able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction. Alternate assignments will not be created to replace experiential learning, group projects, or other interactive components that are integral to the course design. Students are responsible for completing all required work in a manner that aligns with the original learning objectives and assessment criteria.
- **Request Timeline:** The students must contact their instructor **prior to the last day of class** to request an incomplete and make arrangements for completing the outstanding work. Requests beyond this timeline will be taken into consideration on a case-by-case basis in consultation with the Office of the Registrar and College/School Office.

Requests for an incomplete based on lack of engagement, unsatisfactory performance, or retroactive submissions of missing assignments will not be considered.

Instructors have full discretion to approve or deny incomplete requests assuming the criteria above is met. If the instructor determines that the above criteria are not met, they are not obligated to grant an incomplete grade.

### Incomplete Resolution Timeline

The student must submit outstanding work within 30 days of the end of the course. The instructor can request an accelerated deadline. If additional time is needed, approval must be obtained from the instructor and College/School Office. The College/School Office will provide documentation of the extension to the Office of the Registrar.

Deadlines that exceed the standard resolution timeline require compelling justification and may not be guaranteed. The deadline should take into consideration the impact on academic standing, registration, and financial aid outlined below.

Instructors must submit an updated final grade within five days of the agreed upon deadline.

### **Impact on Academic Standing, Registration, and Financial Aid**

Incompletes can impact a student's academic standing, course registration, graduation timeline, and financial aid eligibility. Students should be aware of the following:

- **Academic Standing:** Incompletes may affect academic standing, which could lead to being placed on academic notice, suspension, or dismissal. Students should review the Academic Standing Policy for details on how incompletes are factored into their progress.
- **Financial Aid:** Incompletes may affect satisfactory academic progress (SAP), which is required for financial aid eligibility. If unresolved in a timely manner, an incomplete could lead to the recalculation of the semester's financial aid, and/or loss of federal, state, or institutional aid. Students are encouraged to consult with the Financial Aid Office to understand how an incomplete might impact their aid package.
- **Registration:** For courses that serve as prerequisites for the next term, incompletes must be resolved before the start of the next term. Failure to do so will result the course being dropped from the student's schedule.
- **Graduation:** A degree cannot be awarded if an incomplete remains on a student's transcript.

### **Process for Requesting and Resolving Incompletes**

1. Prior to the last day of class, the student initiates a discussion with the instructor to request an incomplete and provides documentation of extenuating circumstances if required.
2. Upon mutual agreement, the instructor completes the **Incomplete Request Form**, which includes:
  - A copy of the syllabus
  - A detailed description of the outstanding work.
  - The deadline for submission of the work.
  - The default grade that will be assigned if the work is not completed.
3. The student and instructor sign the form to confirm understanding and agreement.
4. The instructor submits the form to the Office of Registrar by the final grade deadline for processing. A copy of the form is sent to the student, department chair, and Advising Specialist/College/School Office.
5. The student completes the outstanding work by the agreed-upon deadline.
6. The instructor grades the submitted work and updates the student's final grade accordingly.
7. If coursework is not submitted by the agreed-upon deadline, the default grade will be applied to the student's record.