**GEP Incomplete Policy**

**THE OBJECTIVE**

The objective the Policy is to ensure that students who are in a position to complete a course successfully are given a clear pathway towards that completion, and those students who are not in a position to succeed are advised towards other options.

**CRITERIA OF ELIGIBILITY**

The option of an incomplete will be available to students who have already demonstrated a strong record of success in a course, and are highly likely to be able to complete the course successfully with a moderate amount of extra time.

Incompletes are typically suitable when unforeseen circumstances occur within the last few weeks of a semester and a student needs just a bit more time (past finals week) to complete a final assignment or exam.

To help address the range of circumstances that can occur, the department has established the following criteria as a guideline for determining eligibility:

1. The student presents a fully justified and documented reason for not being able to attend and/or complete the course assignments as regularly scheduled

2. The student has a C- or better at the time of the request

3. The student has attended, or will be able to attend, at least 85% (13 weeks) of the lecture/instructional portion of the course

4. Incomplete assignments represent no more than 20% of total work in the course

5. The student has received sufficient instruction (and the outstanding assignments are self-directed enough) for the student to be able to complete the assignments without additional help from the instructor

6. The student and instructor are able to complete the “Request for Incomplete” form by the Friday proceeding finals week.

**PROCESS**

The student and instructor must meet and agree on the conditions for completion of the course, and they must document that agreement on a "Request for Incomplete" form.

The form should include:

1. A list of assignments and/or exams the student will complete

2. A deadline for completing the assignment

3. A default grade that the student will receive if the assignments are not completed by the deadline

The instructor will submit a copy of the form to the department office.

**ADDITIONAL SPECIFICATIONS**

* An incomplete cannot be removed on the basis of work taken at another institution nor by re-enrolling in the course.
* The deadline for completing the assignments and removing an incomplete must be within one calendar year immediately following the end of the term in which the Incomplete was assigned. This limitation prevails whether or not the student maintains continuous enrollment.
* After the deadline, outstanding Incompletes will be converted to the default grade specified in the Request for Incomplete form. If the instructor did not specify a default grade, then graded courses will be converted to an Incomplete Charged (IC), which is the equivalent of an F. CR/NC courses will convert to No Credit (NC).
* If an instructor anticipates that they will not be able to receive and grade the final assignments and/or submit the Change of Grade form, the instructor must arrange with the Department Chair for that work to be completed. If an arrangement cannot be made, an incomplete should not be granted.