

INCOMPLETE POLICY

In professional education, each term's requirements build upon those of the prior term(s). Therefore, timely completion of courses and field education is essential. Upon formal written request by the student, an instructor may use his/her discretion to assign a grade of incomplete (INC). It is permitted only when the majority of the course requirements and assignments have been successfully completed and when the student is unable to complete assignments due to extenuating circumstances.

In permitting an Incomplete, the instructor must establish a specific date for completion. The maximum extension date is four weeks from the last day of classes for the term in which the course is taken. The student's written request must identify the extenuating circumstances and a specific plan for completing the course work by the extension date. The instructor must attach the student's request to the Incomplete Form forwarded to the registrar at the term's end. The student's request will be discarded when a grade is assigned.

If the student completes the requirement(s) by the extension date, the mark of INC will be changed to a letter grade. If not, the Office of Student Information Services will automatically convert the INC to an F. Students who do not complete the requirement(s) by the extension date in a required practice course will be withdrawn from the subsequent required practice course and field education.

An INC in field education is ordinarily given only in the first term and must be changed to a P or F no later than the eighth week of the second term. Students may receive an INC in the third term of field education with the prior approval of the Associate Dean.

Once a grade has been submitted, it may be changed only if the instructor has made a recording error.