

# INCOMPLETE

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## Overview

A grade of I or IN (Incomplete) is a temporary grade granted only due to extenuating circumstances (such as serious illness or critical emergencies), beyond the students control, which prevent them from completing course requirements by the last day of the course. The grade "Incomplete" will not be considered for a student who is simply behind in their assignments.

A student seeking an Incomplete due to extenuating circumstances must discuss their situation with the instructor prior to the last day of the course. The request must be approved by the instructor before a grade of I or IN will be allowed. Remaining work must be of the kind that can be done largely through independent effort.

The due date for the remaining work will be determined by the instructor and can be no later than the last day of the subsequent semester. If the work is not completed by the specified due date, the default grade earned will be entered as the final grade for the course.

## Special Cases

For Directed Studies, Clinical Pastoral Education, and Marriage and Family Studies-Supervised Clinical Experience (MF 711 Supervised Clinical Experience I and MF 712 Supervised Clinical Experience II), the grade of Incomplete will be awarded automatically at the end of the first term to allow two semesters for completion of the course.

The grade of Incomplete may be awarded for Professional Internships to allow up to one year maximum extension.

Incompletes in master's thesis projects, capstone projects and doctoral dissertations may be handled differently. See "Extensions for Thesis/Capstone/Dissertation Courses" for more details.