

St. Norbert College

INCOMPLETE COURSEWORK POLICY

St. Norbert College expects students to complete all course requirements on schedule. It is assumed that faculty are prudent in establishing and communicating course requirements early in the semester. It is also assumed that students, in consultation with their advisors, will undertake responsibilities commensurate with their abilities and their curricular and co-curricular commitments.

The grade designation of "incomplete" (I) is used when some coursework or the final examination has not been completed due to a serious reason beyond the student's control. Incompletes are an option only if the student has extenuating circumstances that occur following the last date to withdraw without penalty, which is indicated on the academic calendar for each term.

A student or faculty member who believes there is a legitimate need for an incomplete should fill out a Request for an Incomplete form on the Registrar's website, following the last date to withdraw without penalty and before the end of exam week for the term. A *Completion Contract* is required for any incomplete grade submitted. Once a *Completion Contract* is on file, the student may not subsequently withdraw from the course.

Unless the instructor stipulates a shorter time period for completion of the work, the *Completion Contract* must be satisfied within six weeks of the last day of exam week for the term. Once the work is completed, the instructor must submit a final grade to the Registrar's Office. If the work is not completed within the specified time period, or no final grade is submitted, the incomplete will convert to the failing grade of "F." Once an incomplete has been converted to a letter grade, no further grade changes will be allowed.

A student may not be enrolled for credit in any course that has an incomplete course as a prerequisite nor graduate while an incomplete designation for a course remains on the student record. Incomplete grades will not delay the dismissal or probation status processing of a student.

COMPLETION CONTRACT

Student Name _____ ID Number _____

Instructor Name _____ Course (Number/Section) _____

To complete the outstanding requirements of the course, the student must finish the following:

Assignments/Exams to Be Completed	Due Date of Assignment/Exam

A final grade is due to the Registrar's Office on _____. This date is not to exceed six weeks from the last day of final exams for the term. If no final grade is submitted, the incomplete will automatically revert to a failing (F) grade.

I agree to the above assignments/exams and due dates.

Instructor's Signature

Date

Student's Signature

Date

Completed contracts must be returned to the Registrar's Office in Todd Wehr Hall 141. Copies will be sent to the appropriate Divisional Dean or Dean of the Business School.

Full Academic regulations can be found in the College Catalog at <https://www.snc.edu/academics/catalog/>.