



Policy of Incomplete Grade

The grade “Incomplete” is given when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances (only in the case of serious illness that is certificated with a medical report, military service, and death in the family) that would have affected academic performance.

The “I” must be approved by the course professor. The course professor is advised to inform the head of department.

This form must be completed and signed by the instructor and student before the fourteen weeks of the semester starts.

Nonetheless, examples of reasons which are not considered acceptable: class load, general overload of classes and work, challenging class or assignments, logistical problems, more time needed to do a good job or redo work to improve a grade, other plans - including psychological difficulties, do not allow time to complete.

If any student faces these problems during the semester, they should withdraw (W) from the course.

The professor has full right to accept an incomplete grade as a late submission and this could be 10% deduction of the final grade.