

## Incomplete Policy

Incompletes should only be given when a student has to miss the final or has an outstanding assignment. The incomplete should only be given if the student is passing the class or would be able to pass the class with the completion of the missing exam/assignment. If the student does not contact the instructor about the missing assignment/exam, the instructor should award an incomplete if the student was actively attending until the end of class and the instructor has a reasonable belief that the student intends to make up.

Online students who do not complete the proctored assignment but have completed all other assignments may be awarded an incomplete, allowing them to finish the required proctor assignment.

If an incomplete is awarded, the student will have until the end of the next term to complete the missing work. If the student fails to submit the missing work by the end of the next term, the incomplete will be converted to an F.