

Overview

The following policy applies to all Course 4 graduate students.

If a student requests an incomplete and the instructor agrees, the instructor is requested to set a specific deadline for work to be submitted and provide a default grade at the time that all term grades are due (Fall/December; Spring/May). It is highly recommended that the instructor deadline is set prior to the start of the next term, so there is no hidden workload added to the new term.

The Policy

Effective Spring Term 2012, a Course 4 graduate student who receives an incomplete grade is expected to complete the work by the deadline date set by the instructor, which will be no later than the Institute deadline (fifth week of the following regular term). When the Course 4 instructor assigns an incomplete grade to a Course 4 graduate student, the instructor will also submit a default grade to be used if the work is not completed by the instructor's deadline. The instructor will inform the student of this deadline and the default grade stating that the default grade will be submitted to the Registrar in the absence of final work by the Institute deadline.

When the student submits final work, the instructor will send a confirmation to the student that it has been received. The instructor has until the fifth week of the next regular term to review the work and post the final grade. If the student has not submitted final work by the set deadline, the instructor is to submit the default grade to the Registrar via the online grading system.

The academic administrator will remind all Course 4 instructors of outstanding incompletes prior to the start of the next regular term. In special circumstances, students who still have incomplete grades at the start of the new semester will receive a Departmental warning letter.