

Department of Theatre and Dance Incomplete Policy

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade and complete a "Request for Incomplete" form. A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Notification of Grade of Incomplete" form from the College of Visual and Performing Arts outlining specific work required for course completion and expected date of completion.

1. There are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for other students in the class. It is the responsibility of the student to notify the instructor of the circumstances that prevent completion of the course and request in advance a grade of incomplete from the instructor. The student must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the student must be passing the course and no more than 40 % of the course requirements remain to be completed. Each instructor may set a higher completion level requirement for his/her individual course.
3. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements
4. Ultimately, the instructor of a course has a sole discretion in initiating or denying an incomplete grade. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.
5. Refer to the "Evaluation and Grading" policies outlined in the Academic Regulations section of the Course Catalog for explanation of the recording of an incomplete in the university grading system.