

Incomplete Notation

Undergraduate students may request an incomplete notation (I) for a course when there are circumstances beyond the student's control, such as illness or personal emergency, that prevented the student from finishing the course. Students are expected to contact their instructors directly, and as soon as possible, when these situations occur. Students should also consult their course syllabus for relevant policies regarding incomplete work. Awarding an incomplete is always at the discretion of the instructor.

Approval for an incomplete requires the submission of the [Incomplete Notation Contract](#). An incomplete notation will allow the student to complete the course after the semester has ended.

Beginning in fall 2024, approval from the College Dean's Office is required in addition to approval from the instructor of the course, before an incomplete notation will be entered on the student's record.

Requirements for a student to be eligible to request an incomplete:

- Student must have successfully completed the majority of the course and its related components (lab, workshop, recitation) prior to the extenuating circumstances which prevented the completion of the course.
- Student must be capable of earning a passing grade in the course once all work is complete.
- Student cannot be required or expected to audit the course in a future semester to complete the outstanding work.

Under no circumstances can an incomplete notation be requested for a student who:

- Wishes to complete additional work beyond what is outlined on the syllabus to improve a grade.
- Wishes to redo coursework already completed to improve a grade.
- Needs to complete the majority of the course and its related components (lab, workshop, recitation)
- Needs to repeat a course.

Advising

Students should always consult with their advisor and with their instructor when they are experiencing difficulties that impact their academic progress and success in a course. If significant amounts of work have been missed, an incomplete is not reasonable or possible, and alternative options should be considered.

Because credit for an incomplete course will not be counted until the course has been completed, an incomplete course may impact the student's financial aid status and/or academic standing. If students have questions about their financial aid status or related financial aid matters, they should contact the [Financial Aid Office](#).

Time-Limits and Extensions

Students in any status (In progress, Leave of Absence, Suspended, etc.) have up to one semester (Fall, Spring, Summer) to complete a course with an incomplete notation. This means:

- Incomplete notation granted in a fall course must be completed during the spring and work is to be submitted no later than the first day of the summer term.
- Incomplete notation granted in a spring course must be completed during the summer and work is to be submitted no later than the first day of the fall term.
- Incomplete notation granted in a summer course must be completed during the fall and work is to be submitted no later than the first day of the spring term.

Extensions can be granted for up to one additional semester. Extensions must be requested by submitting the [Incomplete Contract Extension Request](#) before the expiration of the original contract and must be sent to the College Dean’s Office for approval (college.academicaffairs@rochester.edu).

In all scenarios, instructors have discretion to apply earlier deadlines.

Completing Coursework

Information regarding what coursework must be completed, when and how the work will be submitted must be outlined on the incomplete contract so that all parties are informed of the expectations. Additionally, the instructor must indicate what grade should be awarded if the terms of the contract are not met. Both the instructor and the student must sign the incomplete contract.

Grading

Instructors must submit the final grade for an incomplete course no later than seven (7) calendar days after:

- The agreed upon deadline listed on the incomplete contract if an earlier deadline is set, or
- The maximum time allowed as defined above.

Transcripts

All grades including Incomplete notations (I) are recorded on the student record and will be reflected on the official transcript.

All questions regarding this policy should be directed to the College Dean’s Office at college.academicaffairs@rochester.edu

Category	
Policy Owner	College Dean’s Office
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