



## Labouré College Office of the Registrar

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### Incomplete Grade Contract

#### Policy & Procedure

**Policy:** Occasionally, a student may be unable to complete the requirements of a course by the end of the semester or session because of serious extenuating circumstances (including medical conditions or family emergencies). In such cases, the student may request an incomplete grade from the course professor and the Chair of the professor's academic division. If the professor and the Divisional Chair agree that the circumstances justify additional time, the student and the professor will prepare an Incomplete Grade Contract, indicating the specific work to be completed, the additional time allowed for completion of the work, and the grade the student will receive in the event that the work is not completed.

The maximum additional time allowed for completion of the course work is six (6) weeks after the last day of final examinations in the semester or session when the student is enrolled in the course. All requests for incomplete grades must be submitted to the Registrar by the last day of final examinations in the semester or session when the student is enrolled in the course. Upon receipt of the Incomplete Grade Contract, the Registrar will post an incomplete grade, which is indicated on the record by an "I." When the student completes the course work, the professor will submit to the Registrar the student's final grade for the course. If the student does not complete the work, the incomplete grade automatically reverts to an "F" as specified in the Incomplete Grade Contract.

**Procedure:**

1. The student obtains the Incomplete Grade Contract from the Registrar.
2. In a meeting with the student, the professor, and the Divisional Chair, the following will be determined:
  - a. The student's valid reason for requesting an Incomplete;
  - b. The work to be completed by the student;
  - c. The deadline by which the work must be submitted (cannot exceed six (6) weeks from the final exam);
  - d. The final grade, if the work completed is not submitted; and
  - e. The date the professor will submit a final grade.
3. The professor will submit the completed contract with the final grades submitted for the course to the Registrar.

