



<https://cooper.edu/humanities/curriculum/academic-regulations>

What is an Incomplete (I) grade?

An Incomplete is a temporary grade. It is given when both the instructor and the HSS dean agree that a student should have extra time to complete and submit work.

How much extra time?

The standard deadline is the end of the second week of the next semester.

If a student asks me for an Incomplete, am I obligated to say yes?

No.

When is an Incomplete appropriate?

An Incomplete may be appropriate in cases of documented illness or other extraordinary circumstances beyond a student's control. The student should otherwise be in good standing in the course. For example, a student who has attended consistently and completed work on time up until the last weeks of school, then falls behind due to a family emergency, may be a candidate for an Incomplete.

When is an Incomplete not appropriate?

An Incomplete is not appropriate if a student's attendance and work have been poor throughout the semester. An Incomplete may not be given if there is no documented illness or other extraordinary circumstance.

Am I responsible for collecting documentation of illness, etc.?

No. The student must share documentation with Dean of Students Chris Chamberlin, who then informs the student's instructors.

Is a student with academic accommodations entitled to an Incomplete?

An academic accommodations letter does not entitle a student to an Incomplete. Academic accommodations letters outline supports and considerations to help students succeed within the regular semester.

I want to give a student an Incomplete – what happens next?

Please contact nada.ayad@cooper.edu for the form, and if you have any unanswered questions.

What happens after I record an Incomplete grade?

The student must complete and submit their missing work to you by the deadline. If the work is acceptable, you can file a grade change through the HSS office. Otherwise, the Incomplete will automatically turn into a grade of F.

Please contact nada.ayad@cooper.edu with other questions or concerns.