

HOBART AND WILLIAM SMITH COLLEGES

PETITION FOR EXTENSION OF TIME ON INCOMPLETE COURSE WORK

When a faculty member includes an "I" grade on the grade roster they will also be required to submit the "current" letter grade for the course, calculated including all incomplete work for the course, along with comments indicating what work is incomplete. The student's transcript will show an "I" for the course until either they complete the remaining work or until the deadline for incompletes passes. Once the completed work has been graded by the faculty member a final grade will be indicated on the transcript. If the deadline passes without an updated grade, the transcript will reflect the "current" letter grade submitted at the time of the incomplete. For fall semester incompletes, it is required that all outstanding student work be completed and submitted by the fourth week of spring semester and the final grade submitted by the faculty member to the registrar by the end of the sixth week. For spring semester incompletes, it is required that all outstanding student work be completed and submitted by the end of the fall semester drop/add period and the final grade submitted by the faculty member to the registrar by the end of the second week. In the event the student does not complete the outstanding work for the incomplete, the student's grade earned in the course will be determined by the professor, and will include zero credit for any assignments that were not completed (e.g. if the missed assignment is worth 20% of the final grade, the student would receive a zero for that assignment, and the final grade would include that zero score).

An extension in time to complete the work may be granted if a petition is submitted to the appropriate dean's office on or before the deadline. An accepted petition is an agreement between the student and faculty member that the work will be completed and graded by a specific time, and allows the grade to be changed from "I" to the grade earned. Any student who takes more than two incompletes over three consecutive semesters is reviewed by the Committee on Standards.

STUDENT NAME: _____ CLASS YEAR: _____

Semester Incomplete Issued: _____ Dept. & Course No. _____

Title of Course: _____

The work will be submitted to the faculty member by: _____
(Month/Day/Year)

Reason more time is required to complete work (continue on reverse side if necessary):

STUDENT SIGNATURE: _____

TO BE COMPLETED BY INSTRUCTOR

The above is acceptable to me and I expect to be able to submit the grade to the Registrar on: _____
(Day/Month/Year)

Instructor's Signature

Date

Dean's Signature

Date