

An Incomplete (I) may be assigned in Self Service at the instructor's discretion when:

- the instructor determines a student has made significant progress toward meeting the course outcomes;
- the instructor has seen evidence that the student could be successful if given additional time (no more than the last date of the following semester/term.); and
- the instructor has documented for the student what and when the coursework needs to be completed to be successful.

The assignment of an Incomplete (I) progress code is the decision of the faculty member and requires:

- the instructor to complete the Incomplete Form housed with the registrar's office; and
- the instructor notification of the student via a Blaze generated email.

Any student may request an Incomplete from their instructor. The instructor is not required to provide an Incomplete (I) option for a student. The instructor is encouraged to consider all relevant circumstances impacting a student's ability to successfully demonstrate the outcomes of a course and whether an extension to complete that work is warranted.

Timeframe for assigning and resolving an Incomplete:

An Incomplete (I) must be assigned, the Incomplete Form submitted, and the student notified via Blaze email by the deadline for progress codes for the course. The student should resolve an Incomplete before the Incomplete deadline set by the instructor. The deadline must be before the end of the subsequent semester/term. Alverno has three semesters or terms - fall, spring and summer. If a progress code change has not been submitted by the instructor by the end of the subsequent semester/term, the Incomplete will automatically be assigned an Unsuccessful.

If the course or an ability validation that was assigned an Incomplete is a prerequisite for a course in the subsequent term the student must do one of the following:

- successfully resolve the Incomplete before the term begins;
- drop the course which requires the prerequisite; or
- submit a permit to take the two courses or to complete the demonstration of required abilities concurrently.

Please note: Seniors will not be eligible for graduation in the semester of the course if they are assigned an Incomplete. Students who are requesting an incomplete should:

- discuss the option for an Incomplete with the instructor of the course;
- communication with the instructor if there is a necessary accommodation documented from Accessibility Services;
- connect with financial aid and their advisor to determine the consequences of an incomplete progress code on their financial aid and graduation dates. An Incomplete (I) may impact a student's ability to receive financial aid and/or demonstrate that the student is making satisfactory academic progress (SAP) for financial aid. It may also delay meeting graduation.
- make appropriate arrangements to fulfill all course requirements in accordance with their agreement with the instructor.

Any Incompletes that might need to be assigned due to Title IX or Medical Exceptions should be addressed through the appropriate policies.

In the event a student has an extenuating circumstance that requires an additional extension of the Incomplete beyond the original due date (no later than the end of the subsequent semester/term) the faculty member must submit a permit to be approved by the Dean with oversight over the course.