

Requesting an Incomplete

- **An incomplete must be requested before the final examination or assignment.** A student may not request an incomplete after completing all course requirements.
- **A student may request an incomplete if the following conditions apply:**
 - the student has demonstrated a commitment to the course by attending class and completing assignments, and has completed most of the requirements to earn course credit; and
 - the student has experienced a sudden accident, physical or mental illness, or other emergency late in the term and requires additional time to satisfy the remaining course requirements.

Incompletes are issued for circumstances beyond a student's control that prevent timely course completion, not to allow extra time to manage workload or to complete higher quality work. (A student who has stopped attending or submitting course work more than two weeks before the end of term may consider withdrawing from the course, which could affect full-time student status.)

- **A student must request an incomplete from the Dean of Academic Success.** The student can make an appointment to meet with the dean (or, at the dean's discretion, with the associate dean) by contacting the Center for Academic Success (Briggs Hall 117, 920-832-6530, cas@lawrence.edu). The dean will consult with the course instructor to determine whether the student has been active in the course, what work remains to be completed, and whether the work could reasonably be completed in the month following the end of term.
- **If the incomplete is approved, the dean will enter it into the Voyager system.** This will create a record of the work to be completed and the deadlines for submission and grading. A temporary course grade of 'I' will appear in the student's academic record and will be replaced by the actual course grade after the work has been submitted or the incomplete deadline has passed.
- **A student who receives an incomplete normally has up to a month after the end of the term to submit the remaining work.** Alternative deadlines are at the discretion of the Dean of Academic Success. If the work is not submitted by the deadline, the student will receive a course grade with zero credit for the missing work, which may result in a grade of 'F' for the course. (If the student receives an 'F', the student can retake the course in a future term and complete a Course Repeat Form to have the new grade replace the 'F' in the student's grade point average.)