*An incomplete (X) is a temporary delay in reporting the final course grade. It is to allow*

*students with nonacademic issues the time to make up missing work so that a fair final grade is assigned. It is*

*not to allow a student to replace graded coursework or to allow the student a chance to improve a poor grade.*

*For your protection, a written agreement between student and instructor should accompany every “incomplete" so there is a clear understanding of what must be done to complete the work. The student must complete the requirements and the instructor must report a final course grade by the last date for grade reporting in the next long-session semester, or an F will be recorded as the final grade. In the event of a need for extending this deadline, the dean’s office looks carefully at such requests and may require students to provide documentation of their circumstances prior to making decisions on extensions.*