

PSU Computer Science Department Incomplete Policy and Contract

From time to time, unforeseen and uncontrollable events, especially if they occur shortly before the end of the term, can prevent a student from completing essential work. Under such circumstances, a student may request an Incomplete from the course instructor. The instructor is entitled to require appropriate medical or other documentation and approval of the Incomplete is at the Instructor's sole discretion and may not be appealed. Based on circumstances, a Withdrawal may be a more appropriate option than an Incomplete, when large amounts of work are left to be done, and a significant amount of course participation has been missed.

In no case may an Incomplete be given to enable a student to do additional work to raise a deficient or unsatisfactory grade. Likewise, work that would otherwise be eligible for an Incomplete should be completed during the term, if at all possible, rather than deferring it until the term is over. The instructor may choose to penalize late work, including work from an Incomplete, per their general class policy. *Incomplete's may not entail retaking the class in a future term.*

By default, all work for the Incomplete must be turned in within two weeks (14 days) from the Friday of the course's Finals Week. While students may negotiate a longer term, up to an entire year, completion periods of more than one month are discouraged. It may be difficult to predict the availability of an instructor more than a few months in advance. An instructor may retire, unexpectedly become ill, move or simply not be on contract at the point the student chooses to turn their work in. Students are reminded that adjunct faculty may not teach every term, or even every year. The Incomplete is an agreement between the student and the instructor. If the original instructor is unavailable when the work is to be turned in, the course grade will change to an "F" or "NP" after one year. *Under no circumstances will the Computer Science Department attempt to reconstruct the student's grade if the instructor is not available.* It is the student's responsibility to maintain contact with the instructor to ensure availability. The longer the completion period, the more complicated this becomes for the student.

Once the term is over, access to course-specific resources ends. This includes, but is not limited to, D2L, TAs, lab access, instructor office hours, etc. In some cases, an Incomplete may be infeasible simply because necessary resources will not be available to allow the student to complete their work.

Failure to make up the Incomplete in an undergraduate course by the end of one calendar year will result in the mark of I automatically changing to a grade of F or NP, depending on the grading option chosen by the student at registration. *The instructor, department chair, or dean may set earlier deadlines.* For graduating students, incompletes in undergraduate courses will be automatically changed to a grade of F or NP prior to conferral of the degree. The faculty of record must file supplemental grade changes no later than thirty days after the degree is awarded, otherwise grades of F or NP will remain on the academic record after the degree is awarded, and cannot be removed. In cases when a student's inability to complete the work by the deadline is due to extraordinary circumstances such as catastrophic injury or illness, petition may be made to the Scholastic Standards Committee, which will review the case to determine appropriate action.

An Incomplete requires the student and instructor to complete and sign the "Incomplete Contract" on the other side of this sheet. A CS instructor may not assign an "I" without a completed contract.

INCOMPLETE CONTRACT BETWEEN STUDENT AND INSTRUCTOR

This form must be completed and signed before the Friday of Finals week

Due to unforeseen circumstances, _____ will complete the following work products by the indicated deadline for the course _____, with the CRN _____ taken _____ term, 20____. If a deadline for a given work product is not indicated, it will default to two weeks (14 days) after the Friday of Finals week of the current term.

Work Product	Due Date to Instructor	Subject to Late Penalty?

The work of this student to date is at the "C" level or above, and both parties have agreed to this contract. The student understands this is an agreement between the student and the instructor, and if the instructor becomes unavailable before the work is turned in, the course grade will be converted to an "F" or "NP" after one year, or upon graduation, whichever comes first.

Instructor Name

Instructor Signature

Student Name

Student Signature

Student ID Number