

USC POLICY ON INCOMPLETES

<http://www.usc.edu/dept/ARR/grades/gradinghandbook/gradingpolicies.html>

IN (Incomplete) is assigned when work is not completed because of documented illness or other "emergency" **occurring after the twelfth week** of the semester.

Registrar's Note: Recommended definition of emergency: " A situation or event which could not be foreseen and which is beyond the student's control and which prevents the student from taking the final examination or completing other work during the final examination period." Also note that as previously defined, a student may not request an IN before the end of the twelfth week; the rationale is that the student still has the option to drop the course until the end of the twelfth week. The grade IN exists so there is a remedy for illness or emergency, which occurs **after** the drop deadline. Refer to Grading Special Cases for the appropriate grade in cases in which the students miss work before the drop deadline.

Arrangements for the grade of IN and its completion must be initiated by the student and agreed to by the instructor prior to the final examination. However, see Grading Special Cases under Unofficial Withdrawal After the Drop Deadline, for exceptions. If an Incomplete is assigned as the student's grade, the instructor is required to fill out an Assignment of an Incomplete(IN) and Requirements for Completion form which specifies to the student and to the department the work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to work remaining to be done when the final grade is computed. Both the instructor and student must sign the form with a copy of the form filed in the department.

Time Limit for Completion of Incomplete Work

Marks of IN must be completed within one calendar year from the date the assignment of the IN. (See following page for School of Architecture notes). If not completed within the designated time, marks of IN automatically become marks of IX (expired incomplete) with the exception of thesis, dissertation, and non letter-graded courses, and are calculated in the Grade Point Average (GPA) as a grade of F (zero grade points). A student may petition the Committee on Academic Policies and Procedures (CAPP) for an extension of time to complete an incomplete. Extensions beyond the specified time limit are rarely approved, particularly if the student has enrolled in subsequent semesters, since **the removal of the incomplete should be the student's first priority**.

Other IN Completion Policies and Procedures

Students may complete the IN only by completing the work not finished as a result of illness or emergency occurring after the twelfth week. Previously graded work may not be repeated for credit. It is not possible to complete an incomplete by re-registering for the course, even within the designated time.

When the work is completed, either the student or the instructor should ask the Grade Department, at (213) 740-5586, JHH 106, to send to the instructor an Assignment of Final Grade for Completion of an Incomplete (IN) form, which is to be completed by the instructor and returned to the Grade Department. **(FOR THE SCHOOL OF ARCHITECTURE, THE INSTRUCTOR SHOULD CONTACT STUDENT SERVICES ASSISTANT, LUISA SANCHEZ FOR ASSISTANCE).**

SOME IMPORTANT NOTES FOR THE SCHOOL OF ARCHITECTURE

As many degree requirements must be taken in sequential order (ie- 'a' studios before 'b' studios), a student assigned an Incomplete in the fall semester may be denied the opportunity to take the next studio offering or sequential course offering in the Spring semester. As such, the student may have to take the next course sequence in the summer (if offered) or the following Spring once the grade for the Incomplete has been recorded.

But in some cases, the School can work with the student and faculty involved to determine if the work can be completed in a timely manner over the winter break between semesters to allow the sequence to be maintained. This can only occur if the work to be completed under the Incomplete contract can be finished with a grade recorded prior to the 3rd week 'add/drop' date the following spring semester. In this case, the student must attend and fully participate in the next course sequence at the start of the spring semester. Once a passing grade has been recorded for the Incomplete PRIOR the University's 3rd week add/drop deadline, the student will then be allowed to register in the next sequential class and continue ahead. The School cannot allow a student to remain registered for a sequential course if a passing grade is not recorded in the prerequisite course. Nor can the School allow an unregistered student to attend a class beyond the add/drop deadline.

Studio Coordinators or Program Directors and/or Program Chairs should be notified of any student who will be issued an Incomplete prior to the agreement with the student to further ensure that the Incomplete requirement is appropriate and that the correct procedures are being followed for its completion.

AS STATED BY THE UNIVERSITY AND AS IS ESSENTIAL FOR THIS POLICY TO HAVE TRUE INTEGRITY, INCOMPLETES ONLY APPLY TO THE COMPLETION OF WORK EXPECTED BETWEEN THE 13th – 15th WEEKS (this also includes the Final Exam). NO RE-DOING OR RE-SUBMITTAL OF WORK EXPECTED BETWEEN WEEKS 1-12 IS EVER ALLOWED AND DOES NOT QUALIFY FOR AN INCOMPLETE. AT THE TIME OF ASSIGNING THE INCOMPLETE, THE STUDENT'S GRADE FOR WORK ALREADY COMPLETED MUST BE AT THE PASSING LEVEL (C or above for Studio courses, D- or above for undergraduate courses, C or above for graduate courses) WITH THE POTENTIAL FOR A PASSING GRADE UPON THE COMPLETION OF THE INCOMPLETE.

UNIVERSITY OF SOUTHERN CALIFORNIA
Assignment of an Incomplete (IN) and Requirements for Completion

UNIVERSITY POLICY AS DEFINED IN THE UNIVERSITY CATALOGUE:

Conditions for Completing a Grade of IN (Incomplete)

An IN can be assigned only if there is work not completed because of documented illness or some other emergency occurring after the 12th week of the semester. If a mark of IN is to be assigned as the student's grade, the instructor will specify to the student and to the department all work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to the missing work when computing the final grade. A student may complete the IN by completing only that portion of the required work which was not finished as a result of illness or emergency. Previously graded work may not be repeated for credit. It is not possible to complete an IN by re-registering for the course, even within the designated time.

Time Limit for Completion of an Incomplete:

IN's must be completed within one year. If not completed within the specified time limit, marks of IN automatically become marks of IX (expired Incomplete) and compute in the grade point average as 0 points.

Semester _____ **Course #** _____ **Class #** _____ **Units** _____

To the Instructor: Arrangements for the IN and IN completion must be initiated by the student and agreed to by you. Indicate below your reasons for assigning a mark of IN as the student's grade.

_____ Documented illness. _____ Emergency circumstances. Provide a brief description. _____

Generally, only the omission of a final examination or the inability to complete end-of-the-term written assignments are acceptable as missing work which qualifies a student to receive an Incomplete. Please enter the following information:

Grade for work already completed: _____

Indicate work not completed: Final examination: _____ Other (Specify nature of work): _____

Procedure student should follow to assure timely completion of work: _____

Weight to be assigned to missing work when computing the final grade: _____

To the Student: It is your responsibility to complete the required work as described above and submit it to the instructor within the specified time. You must then request the Grades Department, JHH 106, to forward the ***Assignment of Final Grade for Completion of Incomplete (IN)*** form to the instructor.

Student's Name _____ ID# _____ - _____ - _____
(Please print)

Address _____ (_____) _____
(Street) (City) (State) (Phone)

Instructor's Name _____ Department _____

I understand the requirements for completion of the remaining work in this course.

STUDENT'S SIGNATURE _____ **Date:** _____

INSTRUCTOR'S SIGNATURE _____ **Date:** _____

Upon completion of this form the instructor should submit the original with the grade sheet to the Department Grade Coordinator, give a copy to the student and retain a copy.