

Guidelines and Contract for Assigning an Incomplete for Master of Social Work Students



Eligibility Criteria:

1. **Required satisfactory course completion/participation.** Incomplete. This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course, with a minimum grade up to that point of a B- for a graduate level course.
2. **Reasonable justification for request.** Reasons for assigning the Incomplete must be acceptable by the instructor. A student does not have the right to demand an Incomplete. The circumstances should be unforeseen or be beyond the control of the student. The instructor is entitled to request appropriate medical or other documentation to validate the student's request.
3. **Incomplete grade is not a substitute for a poor grade.** The Incomplete grade is not meant to create the opportunity for special or additional work for a student to raise a poor grade, or for the opportunity to take the course over by sitting in on the course in a later term without registering or paying for it.
4. **Written agreement.** A written or electronic agreement will be endorsed by both the instructor and student. The document will specify a) the remaining work to be completed, b) the highest grade, which may be awarded upon submission of remaining items, and c) the date, which the missing work is due. The latter may not exceed one year from the end of the term for enrollment for the given course.
5. **Resolving the Incomplete.** Instructors may not encourage students to "sit in" an entire future course in order to resolve the incomplete grade. If the student needs to retake the entire course, they should be given the grade presently earned, and must formally register for the future class they will be attending. If the missed portion of the course is no longer available, instructors may offer an alternative assignment. Grading weight of the alternative assignment should not exceed the original assignment. Students are fully responsible for monitoring all due dates.

Other Rules:

1. **GPA Calculation:** Incomplete grades are not included when calculating GPA.
2. **Deadline for Completion:** The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline.
3. **Pre-requisites: To advance in their program of study, students must earn a B or higher in SOWK 7114, 7115, 7125, and 7225 (page 37 MSW Handbook). To advance into SOWK 7125 or 7225, a student must have completed 7114 and 7115 with a B or higher.**
4. **Impact on Field Placement: All "I's" must be completed by the beginning of the semester in which the student is scheduled to enter practicum.** *Failure to complete full responsibilities for course work may delay a student's entry into Field Placement (SOWK 7115, SOWK 7125, SOWK 7225) (page 44 MSW Handbook).*
5. **Failure to make up an Incomplete by the end of one year or assigned deadline:** If an "I" grade is not satisfactorily removed after three semesters, the "I" grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.
6. **Entry of Incomplete Grades and changes to final grade:** The faculty of record may submit a grade change no later than 30 days after the final grade is awarded. Part-Time Instructors will notify the Lead-Instructor for the course when awarding an "Incomplete" grade and submit original copy to the student's advisor and a copy to the Lead-Instructor.

