

INCOMPLETE COURSEWORK

When course requirements, **other than just the final exam**, have not been met, the instructor may report a temporary grade of INC (incomplete). The instructor and student must arrange a plan for the missing work to be completed. The instructor should send the plan in writing to the student and to the student's advisor or advising dean, listing the coursework that needs to be completed and the due date by which the student must submit it. Gabelli School students and students enrolled in the School of Professional and Continuing Studies should contact their class dean to initiate this procedure. Advising deans in the School of Professional and Continuing Studies will ensure that the necessary forms will be completed to document the INC grade and the associated requirements for completing the course.

On completion of the course requirements, the INC will be removed and replaced by a permanent grade using the instructor change of grade workflow accessed through the Faculty Dashboard in the portal. If the requirements are not completed by the date specified on the academic calendar, the INC will be changed automatically to an F.