

Certificate in Law: Incomplete Grade or Deferred Examination

Student Name: _____
Student #: _____
Course: _____
Term and Year: _____

An "Incomplete" standing (IN) is a temporary designation reserved for students in Law courses who, due to extenuating circumstances beyond their control, have not completed all term work for a course or requests permission to defer writing the final assessment.

The student must have participated actively in the course and only one or two elements may be outstanding. Students with extenuating circumstances who have been unable to complete the majority of the work in a class should consider an appeal to drop a class after the deadline rather than requesting an incomplete grade.

A student seeking an incomplete will be required to provide documentation that demonstrates extenuating circumstances and must complete the "Certificate in Law: Incomplete Grade or Deferred Examination" form located in the [Current Students](#) section on the Certificate in Law website. In cases where a student will receive a failing grade if all outstanding work is not completed or the final assessment is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's grade point average, and any course with an IN designation may not be counted for credit toward a degree or certificate program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (Failure) and will be included in the student's grade point average. In cases where a student will pass the course even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade will be included in the student's grade point average and may be counted for credit toward the program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

Any extensions beyond the end of the subsequent term must be based on further extenuating circumstances and will require an appeal to the Certificate in Law Academic Director with support from the instructor.

The date for the remaining coursework to be completed, or for the final assessment to be written, should be reached by mutual agreement between the instructor and student. Coursework must be submitted no later than calendar deadlines as outlined below.

- **Summer Term course:** December 31 of the current calendar year
- **Fall Term course:** April 30 of the next calendar year
- **Winter Term course:** August 31 of the current calendar year

Any further extensions based on extenuating circumstances will require a written appeal to the Certificate in Law Academic Director with support from the instructor.

The following is to be completed by the instructor.

The remaining course work and/or final assessment must be submitted within onQ no later than 11:59PM (ET) on _____, in which case I will recalculate final grade and process a grade change. Until this time, the following grade will be provided (only one option can be selected).

Incomplete (IN) _____

OR

An evaluative grade of _____

If the work is not completed by the date noted above, then:

If the notation "IN" appears on your transcript it will be removed, and the grade of F (failure) will stand as your final grade for the course;

OR

If an evaluative grade has been placed on your transcript, that grade will stand.

Instructor's signature: _____ Date: _____

To be completed by the student:

I have read and understood this form concerning incomplete grades and I understand and accept the conditions specified above concerning the incomplete grade for this course. **I understand that any further extensions will require an appeal to the Certificate in Law Academic Director with support from the instructor.**

Student's signature: _____ Date: _____