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student has not yet completed assigned work in the course. The grade may be assigned only with approval from the Associate Dean for Student Services.

Except in extraordinary circumstances as determined by the Dean or Vice Dean(s), an Incomplete grade may be issued only when the student has completed at least 80% of the class sessions, the student has done passing work in all completed assignments, and the student has complied with attendance requirements, but, due to extraordinary circumstances, (1) in courses in which the final grade is not based on a final examination, the student is unable to complete the remaining coursework within the required time frame; or (2) in courses in which the final grade is based on a final examination, a student is unable to take a final examination at the scheduled time.

A student who has experienced extraordinary circumstances beyond the student's control and wishes to be considered for an Incomplete in one or more courses must submit a written request to the Student Services Office before the end of the final exam period for the semester or term. The written request must explain why the student

cannot complete the remaining coursework or take the final examination and include appropriate supporting documentation. An Incomplete grade is often a solution of last resort; the law school will work with the student to explore other solutions.

To remove an Incomplete from their transcript, a student does not need to register for the course again but will be permitted to unofficially audit the course in which the student is making up an Incomplete. When the student completes the course requirements to complete the course at issue, the credits and grade are assigned to that semester or term in which the student initially enrolled in the course. Incomplete grades must be changed to an evaluative grade as soon as possible, but by the end of one year from the issuance of the Incomplete or the next time the course is regularly offered, whichever occurs first. Except as described in Sections E and F, if the Incomplete has not been changed within this time frame, the student will receive a grade of Administrative Fail (\*F), which is not subject to change.

Courses in which a student takes an Incomplete or makes up an Incomplete may have a midterm exam or other graded assessments as part of the final grade for the course. In this situation, the student must meet with an advisor in the Student Services Office before the start of the term in which the student is making up the Incomplete.

