INCOMPLETE WORK

All work required in a course is due at the time assigned on the course syllabus. Incomplete grades (I) are given only when emergencies or physical difficulties prevent students from completing their work. Any course work incomplete at the end of the semester may be made up only at the discretion of the professor and in accordance with his or her instructions. A grade penalty will be assessed even though the student can make up the work. Any grade of Incomplete (I) must be removed within 30 days after the end of the semester or the grade automatically becomes an F.