

# ST. PATRICK'S SEMINARY & UNIVERSITY

## INCOMPLETE COURSEWORK (SR-33)

Policy Title	Incomplete Coursework
Approval Authority	Seminary Regulation
Effective Date	8/2/2021
Revision History	
Responsible Party	Academic Dean
Administrative Oversight	Academic Dean

A student may be given permission to complete course requirements after the close of the semester. Incomplete grades are usually given only due to extenuating, unavoidable, or uncontrollable circumstances. The proper procedure for a student to receive a grade of Incomplete for a course requires the student to receive permission from the instructor and the Academic Dean prior to the end of the semester. Once permission is granted, an "I" will be recorded on the transcript at the end of the semester. All coursework for the Incomplete must be completed by the deadline specified in the Institutional Calendar. A grade for the course is then computed by the instructor and given to the Registrar's Office to be recorded in the official transcript. The Incomplete grade will become an "F" if the work is not completed by the specified deadline.