

Incomplete Notation Policy

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Incomplete Notation Policy

Overview

This policy applies to the following student populations:

Undergraduate and Graduate students in the Eastman School of Music

Undergraduate and Graduate students in the Hajim School of Engineering & Applied Sciences

Undergraduate and Graduate students in the School of Arts & Sciences

Students may request an incomplete notation (I) for a course when there are circumstances beyond the student's control, such as illness or personal emergency, that prevented the student from finishing the course. Students are expected to contact their instructors directly, and as soon as possible, when these situations occur. Students should also consult their course syllabus for relevant policies regarding incomplete work. Awarding an incomplete is always at the discretion of the instructor.

Approval for an incomplete requires the submission of the [Incomplete Notation Contract](#). An incomplete notation will allow the student to complete the course after the semester has ended.

Approval from the appropriate school Dean or Dean's Delegate is required in addition to approval from the instructor of the course, before an incomplete notation will be entered on the student's record.

Eligibility

Requirements for a student to be eligible to request an incomplete:

- Student must have successfully completed the majority of the course and its related components (lab, workshop, recitation) prior to the extenuating circumstances which prevented the completion of the course.
- Student must be capable of earning a passing grade in the course once all work is complete.
- Student cannot be required or expected to audit (officially or unofficially) the course in a future semester to complete the outstanding work.

Under no circumstances can an incomplete notation be requested for a student who:

- Wishes to complete additional work beyond what is outlined on the syllabus to improve a grade.
- Wishes to redo coursework already completed to improve a grade.
- Needs to complete the majority of the course and its related components (lab, workshop, recitation)
- Needs to repeat a course.

Advising

Students should always consult with their advisor(s) and with their instructor when they are experiencing difficulties that impact their academic progress and success in a course. If a significant amount of work has been missed and/or an incomplete is not reasonable or possible, alternative options should be considered.

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Financial Aid

Because credit for an incomplete course will not be counted until the course has been completed, an incomplete course may impact the student's financial aid status and/or academic standing. If students have questions about their financial aid status or related financial aid matters, they should contact the appropriate Financial Aid Office: [Financial Aid Office](#) (for SAS/Hajim students; [Eastman Financial Aid Office](#) (for Eastman students).

Time-Limits and Extensions

All incomplete contracts should be submitted by the grading deadline for the term, or an earned grade should be entered by the instructor. A contract can be agreed upon later within one term and with proper documentation for not submitting before the grading deadline, but a grade or contract must be submitted by the grading deadline.

Reference the chart below to identify each schools' deadlines for resolving incomplete notations

Term	Undergraduate	Graduate
School of Arts & Sciences and Hajim School of Engineering & Applied Sciences		
Policy	Students in any status (In progress, Leave of Absence, Suspended, etc.) have up to one semester (Fall, Spring, Summer) to complete a course with an incomplete notation.	Students in any status (In progress, Leave of Absence, etc.) have up to one year (Fall, Spring, Summer) to complete a course with an incomplete notation.
Fall	Incomplete notation granted in a fall course must be completed during the spring and work is to be submitted no later than the first day of the summer term.	Incomplete notation granted in a fall course must be completed by the last day of the subsequent fall term.
Spring	Incomplete notation granted in a spring course must be completed during the summer and work is to be submitted no later than the first day of the fall term.	Incomplete notation granted in a spring course must be completed by the last day of the subsequent spring term.
Summer	Incomplete notation granted in a summer course must be completed during the fall and work is to be submitted no later than the first day of the spring term.	Incomplete notation granted in a summer course must be completed by the last day of the subsequent summer term.
Extensions	Extensions can be granted for up to one additional semester. Extensions must be requested by submitting the Incomplete Contract Extension Request before the expiration of the original contract and must be sent to Academic Affairs for approval academicaffairs@rochester.edu	Extensions can be granted beyond the initial agreed upon deadline but cannot exceed the deadline noted above. Extensions must be requested by submitting the Incomplete Contract Extension Request before the expiration of the original contract and must be sent to Academic Affairs for approval academicaffairs@rochester.edu

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Eastman School of Music	
Policy	Students in any status (In progress, Leave of Absence, Suspended, etc.) have up to complete their outstanding work prior to the start of the next semester.
Fall	Incomplete notation granted in a fall course must be completed no later than the first day of the following spring term.
Spring	Incomplete notation granted in a spring course must be completed no later than the first day of the following fall term.
Summer	Incomplete notation granted in a summer course must be completed no later than the first day of the following fall term.
All Other Schools	
For all other schools within the University, contact the appropriate school Registrar to inquire about their policies surrounding Incomplete Notations.	

In all scenarios, instructors, with the permission of the appropriate Dean's office, have discretion to apply different deadlines.

Completing Coursework

Information regarding what coursework must be completed, when and how the work will be submitted must be outlined on the incomplete contract so that all parties are informed of the expectations. Additionally, the instructor must indicate what grade (A-E) should be awarded if the terms of the contract are not met. Both the instructor and the student must sign the incomplete contract.

Grading

Instructors must submit the final grade for an incomplete course no later than seven (7) calendar days after (1) The agreed upon deadline listed on the incomplete contract if an earlier deadline is set, or (2) The maximum time allowed as defined above. Grade changes for informal agreements not properly documented with an approved contract will not be honored.

Transcripts

All grades including Incomplete notations (I) are recorded on the student record and will be reflected on the official transcript.

Contact

All questions regarding this policy should be directed to Academic Affairs
academicaffairs@rochester.edu

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Policy Owner	Academic Affairs
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