Policy for Request of an Incomplete

In order to receive consideration for a grade of incomplete, there must be just cause. If you feel you have reason and justification for such consideration, then you must submit in writing a formal request detailing the reasons why you believe such a request should be granted. These reasons must adhere to the policies regarding attendance and participation as specified in the syllabus for your course. The request does not have to be long. However, if some event(s) in your life required your attention away from your class responsibilities, you should document the circumstances of that event(s). The deadline for the request is the date specified as the final date for submission of final grades to the Dean’s Office for the current semester. At that date and time, the grades for the current Semester must be submitted to the COLFA Dean's Office. No extensions are granted to me by the Dean, therefore no extensions can be granted for your formal letter of request.

In the event that your request is granted, you must minimally adhere to the requirements of the University. According to UTSA policy, the requirements for resolving a grade of incomplete include completing the assignments before the end of the final exam period one year from the date of the semester in which you received the Incomplete and before your graduation. UTSA Policy also specifies that a grade of Incomplete may be given when the student has been in attendance for at least three-fourths of the term and has satisfactorily completed course work minus "some part of the work... (which) for good reason (has) not been completed." However, my requirements are more stringent: You must report to me at the beginning of the semester immediately following the semester in which you received the Incomplete. At that time, you and I will develop a plan and a schedule to complete the assignments in a timely fashion. You and I will handle the completion of course requirements in a manner consistent with my policies developed for Independent Studies (COM 4913). These include weekly meetings of no less than 15 minutes and no more than 30 minutes at a time convenient for both you and I, which will be conducted at the same time every week during the semester until the course requirements are met. Therefore, you will be required to meet deadlines specified by our agreement for each required assignment according to the schedule developed in our first meeting. Furthermore, these assignment deadlines will follow the same policies as specified on your original syllabus.

The grade for the course will be calculated using the same policies specified by the original syllabus. As well, the previous assignment grades will stand as calculated for the previous semester. No revisions of previously submitted assignments will be allowed. If one of your assignments to be completed includes an oral presentation, such presentation will be made in front of an audience of students in a class I am conducting during the semester in which the course assignments are being completed. These policies will stand as my formal policy for resolution of incompletes until which time revision is deemed necessary. However, if it is deemed necessary to revise these policies regarding resolution of a grade of Incomplete, you will be notified in writing, and you will be given a chance to discuss such revisions with me before they are put into effect.

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(revised May 20, 2014)