Policy on Incomplete Coursework

Incompletes are granted or denied at the discretion of course Instructors. Incompletes can be granted in cases of incapacitating illness, serious family emergency, or in circumstances of comparable gravity. Permission can also be granted in order to allow a student to consult research materials not obtainable in the course of the semester.

Any student who believes that his/her situation warrants the granting of "IN" must complete the Application for Incomplete Form (http://sipa.columbia.edu/resources_services/student_affairs/forms.html) and submit it to the Office of Student Affairs BY THE LAST DAY OF FINAL EXAM PERIOD.

- A student applying for an "IN" should first obtain the approval signature of the instructor before submitting the form.
- If you are requesting an "IN" in more than one course, you must speak with one of the Deans in the Student Affairs Office.

If an instructor grants an incomplete for a course, the instructor and student must agree on a date in which the coursework will be completed. This date must be within three months of the end of the semester. It is the students responsibility to make sure a grade is submitted by the agreed upon date. The instructor is not required to submit a grade for the course after the agreed upon date. If a grade is not submitted by this date, the grade will revert to a UW (Unofficial Withdrawal). This means the credits in the course will be forfeited.

SIPA policy states that if the outstanding coursework is not completed within three months, the grade will automatically revert to Unofficial Withdrawal (UW), defined as "student did not complete attendance and/or assignments, but failed to withdraw." The UW is a permanent grade that cannot be changed.

Students with two or more grades of Incomplete “IN” will have a registration hold placed on their account.