

INCOMPLETES (INC) AND THEIR DEADLINES

Incomplete (INC)

Incompletes for course work not completed by the last day of the examination period for that semester are granted only in cases of illness or when other extenuating circumstances of the most compelling nature are involved. A student who wishes to request an incomplete should secure the appropriate form from the registrar and, if the instructor and the student's dean approve the request, specify on the form the work to be done and the final submission date. The form should then be submitted to the student's dean for final approval.

To have an incomplete processed by the registrar, a student must follow the procedures outlined above. Ad hoc arrangements or commitments contrary to the regulations herein described or any arrangements to which the student's dean has not been a consenting party will not be honored. It should be noted, finally, Haverford's procedures and deadlines for incompletes differ from those at Bryn Mawr and Swarthmore Colleges and the University of Pennsylvania. Students are obliged to know and follow the rules regarding incompletes at these institutions.

Academic Year 2024-25 Incomplete Deadlines and Extensions

Semester I

Incomplete work is due no later than **Friday, January 10, 2025.**

Semester II

Incomplete work is due no later than **Friday, June 6, 2025.**

The course instructor has jurisdiction over requests for extensions to complete assignments or permission to schedule make-up examinations *during* the semester (i.e., up to the last day of final examinations). A student who wishes to make such a request should speak directly with the appropriate instructor. No form or dean's permission is required.