

Completion Examinations: Mid-term and Final Exams

1. If a student is unable to take a midterm or final examination at the scheduled time, it is the responsibility of the student to contact the instructor as soon as possible, advisably in advance of the final exam. The student's absence may be excused by the instructor for situations such as a sudden illness, death in the family or other emergency. In such circumstances, the instructor should report the student's grade in the course as I (Incomplete), if the other requirements for the course have otherwise been met, indicating that the students are in good standing and has only a small amount of work to complete the course.
2. For final examinations, should a student be unable to write the Completion examination, for legitimate reasons, during the last three (3) weeks within the Spring semester and the last two (2) weeks within the Fall Semester, the student may request and submit, with the instructor's recommendation, an *Extension of Time Form*. If an extension is granted, this examination must be written during the first week of the next semester.
3. Should a student not contact their instructor, does not have a satisfactory excuse for being absent or fails to take the completion examination on the stipulated date, (unexcused absence), then the Incomplete will automatically change to 'F' thirty (30) days after the start of the next semester.