

**Cooperative Education and Internships**  
**INCOMPLETE COURSEWORK**  
**Butler Community College**

As a general rule, all course work is due and expected at the close of the semester. Students are encouraged to work steadily on their Cooperative Education and Internship assignments and avoid waiting until the end of the semester is near. Work not submitted when due is subject to a grade reduction or loss of all credit, at the discretion of the faculty coordinator. Circumstances may exist which merit a grade of "I" (Incomplete). Those circumstances are defined below. A course recorded as an incomplete must be completed within the first six weeks of the following semester.

**Employment Circumstances:**

Students who are not able to accumulate the required work hours or who are denied supervisory support due to employment circumstances beyond their control, may be eligible to receive an "I" and additional time to complete required course work. This circumstance **must be discussed with the faculty coordinator** when the problem becomes apparent.

**Failure to Certify:**

Twenty-five percent of the competencies on the Training Plan must be accomplished by the "Certification Date" which will be established at the beginning of each semester. Generally, those dates are; Fall Semester, November 1; Spring Semester, April 1; and Summer Semester, July 1.

Students who have not met certification requirements and, therefore, are not eligible for credit that semester, will be given a grade of "I" and will be automatically re-enrolled, at no cost, for the following semester. The necessity to employ this procedure will become apparent at the time of a contact by the faculty coordinator prior to the certification date. The coordinator will inform the Cooperative Education and Internship office of the need for the re-enrollment process.

**Personal Circumstances:**

Personal circumstances may arise, such as family illness, loss of employment, etc., which merit a grade of "I" and additional time to complete required course work. The faculty coordinator **must** be notified at the time the student becomes aware of the problem and the possibility they may not complete on time.

**Other Extenuating Circumstances:**

If a student feels there is a legitimate reason for requesting additional time, they **must** discuss their circumstances with their faculty coordinator prior to the end of the semester. Failure to do so will cause a reduction in the grade earned and may result in loss of credit for the course.