

Procedures for Accessing Missed Lecture(s) for Students with Incompletes

All videos for a course are removed by IIT Online from Blackboard on the Friday following the last final exam for a given semester.

A student who needs to view a missed lecture video and has been given a grade of incomplete for a course, based on the criteria described in the university Bulletin (see below), can borrow a recording. IIT Online can loan the student the requested material:

- when the faculty who taught the class contacts IIT Online and identifies the specific lecture(s) to be provided, and
- after the student has contacted Charles Scott (x75217 or scott@iit.edu) to schedule the pick-up or delivery.

All recordings must be returned. All non-video course materials are under the control of the faculty, who may provide any or all of them to the student.

The following policy statement is quoted from the university "Bulletin" in regard to the grade of incomplete:

"The "I" grade indicates that the student's work to date is of passing quality but is incomplete for reasons acceptable to the instructor. The grade of "I" may be assigned only in the case of illness or for unusual or unforeseeable circumstances that were not encountered by other students in the class and that prevent the student from completing the course requirements by the end of the semester. "I" grades should not be used to allow a student to repeat a course. Prior to assignment of the "I" grade, the student and the instructor should agree on the work that needs to be completed. The work must be completed by no later than the end of the sixth week of class of the next regular (fall or spring) semester."

Please see the Bulletin for additional information.