

Operating Policy and Procedure

OP 26.003 Academic Incomplete

DATE: May 20, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding incomplete grades for enrolled students.

REVIEW: This OP will be reviewed in October for even-numbered years by the Vice President for Instruction and Academic Cabinet, with revisions forwarded to the Board of Trustees through President’s Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

Students who are unable to complete course requirements by the end of the semester may request that their instructor(s) assign a grade of “I.” The grade of “I” may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent the student from completing all course requirements.

2. Scope

This policy applies to all currently enrolled students at Kellogg Community.

3. Definitions

- a. *Instructor of Record:* Person(s) identified in the course syllabus as the instructor(s). In most cases, this refers to a faculty member; however in cases of clinical or laboratory study, the term may refer to a professional staff member who oversees student progress and is responsible for course evaluation (for example: clinical, laboratory, or program director).

4. Academic Incomplete

- a. *Incomplete.* Students who are unable to complete course requirements by the end of the semester may request that their instructor(s) of record assign a grade of “I.” The grade of “I” may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent the student from completing all course requirements.
 - i. At minimum, the student must have completed more than 50% of the coursework and have a passing grade at the time the “I” is requested.
 - ii. The instructor may state in the course syllabus a more stringent requirement for the amount of coursework completed to qualify for an “I.”

5. Procedure

- a. Before assigning the “I” grade, the instructor will develop an Incomplete Contract stating how and when the remaining coursework (including laboratory work) is to be completed. Students should give serious consideration to the requirements for making up the incomplete coursework before requesting an “I” grade. The Incomplete Contract will need to be signed by the instructor and the student, and signed copies provided to the student, instructor, academic Chair/Director, and the Registrar’s Office.
- b. Remaining coursework requirements must be completed within one calendar year with an expiration date noted. It is the student’s responsibility to arrange for completion of remaining course requirements with the instructor issuing the grade. If course requirements are not completed by the expiration date, the “I” grade on the transcript will be converted to the grade earned based on work completed toward meeting the total requirements of the course.
- c. An “I” grade provides an opportunity for the student to submit remaining materials and have his/her learning assessed; it does not ensure a course seat in a subsequent semester.

6. Roles and Responsibilities

- a. The student must have a conversation with the faculty member, or the faculty may initiate the conversation about a request for an incomplete grade.
- b. If the instructor of record believes an incomplete contract is appropriate, the student and the faculty member will complete the Incomplete Contract and sign it. In lieu of signatures, an email signifying approval via the student’s official college email is permitted.
- c. After review with the Chair/Director, the faculty member will give a copy of the contract to the student, Chair/Director, and the Registrar’s Office.
- d. After the completion of the remaining coursework requirement or one (1) year – whichever is sooner, the Registrar’s Office will replace the “I” grade with the letter grade that the student earned if they did not complete the course, per the contract.

7. Persons/Departments Affected

- a. Students
- b. Registrar’s Office
- c. Financial Aid
- d. Academic Advising
- e. Faculty
- f. Academic Departments

8. Forms

- a. Incomplete Contract

9. Right to Change Policy

The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or consent.

10. Approval Date: March 17, 2021

11. Past Revisions:

- a. March 17: 2021: Policy amended to clarify policy review requirements.