

4/24/2012

Section 3: Grade Policies and Procedures

Policy 3-1

Procedure to Assign Incomplete Grades

- Issued: April 2012
- Effective: Summer I 2012
- Approved: April 2012

I. Purpose

The purpose of this procedure is to align the current practice of assigning incomplete grades with the directives stated in the Incomplete Grade Policy in the Fort Lewis College *Faculty Handbook* (dated April 19, 2010).

II. Policy

The *Faculty Handbook* (dated April 19, 2010) states the following policy on grades of Incomplete:

Part III. Section 3. Grades of Incomplete "I"

A grade of Incomplete "I" is a student-initiated grade that must have the Instructor's approval.

a. Appropriate Circumstances

A Grade of Incomplete is appropriate under the following circumstances:

- i) The major part of the course requirements has been met;*
- ii) The student is unable to complete the requirements in the term in which the course is taken for compelling and unforeseen reasons;*
- iii) In the opinion of the Instructor, the student can complete the requirements without repeating the course.*

b. Completion of Course Requirements

If the course requirements are not completed within one (1) year after the end of the appropriate term, the Incomplete "I" shall revert to an "F" (see Subsection d., "Grade Point

Average,” for the single exception to this change). The dean (or equivalent) of the school (or other academic unit) in which the course is offered may waive, for good reason, the one (1) year deadline upon petition by the student. If, within the time allotted, the student completes the course requirements, the Instructor shall initiate the grade change by filing a Special Grade Report Form.

c. Failing to Complete Course Requirements

An “I” cannot be removed by registering to repeat the course. When the student cannot complete the course material without repeating the course, he/she should not receive an “I”, rather, “W” or “F” would be appropriate.

d. Grade Point Average

A course for which a student has a grade of “I” at the time of graduation cannot be used to satisfy any graduation or major requirement, and is not counted in units attempted or Grade Point Average. In the event that a student graduates prior to removing the “I,” that grade shall remain permanently on his transcript.*

III. Alignment of Procedure with Policy Directives

- A) A grade of Incomplete “I” is a student-initiated grade that must have the instructor’s approval.
 - i. Student submits “Student Request for a Grade of Incomplete” form to the instructor.
 - ii. Student and instructor sign appropriate places on the form.
 - iii. Signed form with attachments is submitted to the Dean (or equivalent) of the school (or other academic unit) in which the course is offered (hereafter the Dean’s Office).
 - iv. The original should remain in the Dean’s Office. The Dean will send an email to the Assistant Registrar containing the student’s information and permission to enter a grade of Incomplete during final grading for the designated term.
 - v. The Incomplete “I” grade *cannot* be entered in WebOPUS.

* In practice, grades of Incomplete “I” are counted in attempted hours per 34CFR 668.16(e)(2)(ii)(D)

- B) Extension of Grade of Incomplete “I” beyond the one (1) year deadline must be student initiated, have the instructor’s approval, and the approval of the Dean’s Office.
- i. Student submits “Student Request to Extend Incomplete Grade” form to the instructor.
 - ii. Student and instructor sign appropriate places on the form.
 - iii. Signed form with attachments is submitted to the Dean (or equivalent) of the school (or other academic unit) in which the course is offered.
 - iv. The original should remain in the Dean’s Office. The Dean will send an email to the Assistant Registrar containing the student’s information and extension date for the “I” grade.
 - iv. When the required work has been completed, a Special Grade Change form with the new grade specified must be signed by the instructor of the course and approved by the appropriate Dean before submitting it to the Registrar’s Office.