



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.12 -- INCOMPLETES

PURPOSE: This policy is to inform of the circumstances under which an incomplete is posted instead of a grade.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Students who wish to receive a grade of incomplete in a course must obtain an Incomplete Petition Form from the Registrar and have it signed by the appropriate professor and their academic advisor. The incomplete becomes official after signatures have been collected and the card has been returned to the Registrar. This process must be completed no later than the day professors are required to turn in grades for the relevant semester.

Professors may give an incomplete only in cases where (1) the student has documented a serious reason for not completing the course and (2) the student has already completed at least 75% of the work for the course. Within these parameters, the decision of whether or not to grant an incomplete is at the discretion of the professor, and subject to approval by the Dean of the Division in which the course is offered. In exceptional circumstances, a student may petition the Office of Academic Affairs for a grade of incomplete when less than 75% of the work of the course is completed.

Advisors should discuss with the student the implications of taking an incomplete for their academic standing, including the possibility of probation or suspension, before giving the student permission to request the incomplete.

If the grade of "I" is not removed by mid-term of the following term, it is recorded as an 'F.'

Incompletes from fall semester must be completed by midterm of spring semester. Incompletes from spring semester must be completed by midterm of summer semester or the first week of fall semester. However, if any of the incomplete grades are in a course

that is a prerequisite to the course being taken the next semester, the incomplete grade must be completed the first week of that semester. Incompletes from the summer semester must be completed by midterm of the fall semester. Appeals for extensions due to a documented emergency must be submitted to the Office of Academic Affairs.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	7.29.16
President	Date