



Procedures and Standard for College Operations

Procedure 206.1: Assignment of an Incomplete Grade

Approved by:  Date: 9/8/20
President

Revised :

History:

Additional History:

Related Policies, Procedures or Standards: 206- S: Assignment of an Incomplete Grade

Additional References:

I. Introduction

Central Penn College understands that cases may arise where a student cannot complete their coursework within the parameters of the given term. As such, the College supports the assignment of an incomplete grade to assist the student through their unforeseen situation.

II. Definitions

Incomplete Grade: a non-punitive grade assigned by a faculty member who believes (1) the student has a justifiable reason, (2) meets the requirements, and (3) can complete the required assignment(s) within the given timeframe.

III. Standard Statement

An incomplete grade may be awarded by the faculty member of record to students who, because of extenuating circumstances, requests additional time beyond the end of the term to complete coursework. The student and faculty member must complete a Work Completion Plan, which must be approved by the Academic Dean responsible for the course. The Work Completion Plan may provide for the student to submit late work at any time up to 11:59 p.m. EST on the Wednesday prior to the start of the following term, but the faculty member must submit a permanent grade to the Registrar no later than 12:00 noon EST on the following Friday

IV. Procedure

An incomplete grade may be awarded by the faculty member of record to students who, because of extenuating circumstances, requests additional time beyond the end of the term to complete coursework. The student and faculty member must complete a Work Completion Plan, which must be approved by the Academic Dean responsible for the course. The Dean then submits the form to Records and Registration and to the Student's Academic Advisor by Friday of Week 11. The Work Completion Plan may provide for the student to submit late work at any time up to 11:59 p.m. EST on the Wednesday prior to the start of the following term, but the faculty member must submit a permanent grade to the Registrar no later than 12:00 noon EST on the following Friday

An incomplete grade for internships may be awarded by the faculty member of record to students who, because of extenuating circumstances or because of in-process internship requirements, request additional time beyond the term to complete coursework. The student and faculty member must complete a Work Completion Plan, which must be signed off by the Academic Dean responsible for the course and submit the form to Records and Registration and to the Director of Student Advising by Friday of Week 11. All work must be submitted by 11:59 p.m. EST as of the date established in the Work Completion Plan. The faculty member will submit a change of grade form to the Registrar.

Incomplete grades do not contribute to achieving satisfactory academic progress, which is defined as a minimum of 2.0 GPA and a 66% pass rate at the end of a term. Work not in compliance with the Work Completion Plan will be given a score of zero, and the final grade calculated accordingly. If students are facing academic sanctions, an incomplete grade will count neither for nor against their cumulative grade point average during the rendering of the decision.

To be eligible for an incomplete grade, the student must meet the following requirements.

- A student must have completed coursework through week 7 of the term .
- Only work assigned during Weeks 8-11 may be included in the work completion plan.
- If the course is a prerequisite for another course, students will not be able to register for that course until the incomplete grade has been resolved.

The Work Completion Plan should include the following information:

- Course number and name
- Year and term
- Faculty name
- Student name
- Due date for all work completion
- Outline of the work to be submitted to include the weights/points for the work and any expectations for the work
- Student acknowledgement
- Academic Dean Signature

Policy Description for Syllabus Template:

Incomplete Grades: Students who experience extenuating circumstances that prevent them from completing the course successfully are eligible to receive an “I” grade in the course. An “I” is an Incomplete grade that gives the student time over break to submit work. In order to receive an Incomplete, a student must have completed coursework through week 7 of the term. In order to receive an Incomplete, the faculty member of record should complete and send the student a Work Completion Plan for the student to sign. This form must be submitted to Records and Registration by Friday at noon of Week 11. Faculty members may set the due date for the work in the Plan, but all work must be submitted no later than 11:59pm Wednesday of the second week of break, unless the Incomplete is assigned for an internship. If you are interested in requesting an Incomplete grade, please speak to your instructor and/or your advisor.

V. Implementation:

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