Incomplete (IN) Grades

I. POLICY:

Semester Based Courses:
The grade of incomplete (IN) is a temporary mark assigned for course work of acceptable quality that students, through no fault of their own, are unable to complete by the end of the semester. An IN grade is not given for neglected or unsatisfactory work. The student must complete all remaining course requirements, as specified by the instructor, no later than one year following the end of the term in which the class was attempted. If the grade has not been assigned after the deadline, the IN will be changed to an IF. A grade of IF is equivalent, in terms of GPA, to a grade of F.

Correspondence Courses:
Students enrolled in year-long correspondence courses will automatically be issued an IN grade at the end of the semester in which they enrolled unless they have completed all requirements within their term of enrollment. They will be required to complete the course no later than one year after their initial date of enrollment and may petition for an additional extension of no more than 60 days with the approval of the Instructor.

Repercussions of an Incomplete Grade:
Students who have been awarded Financial Aid, whether through federal or state agencies, the U.S. Department of Veterans Affairs or other such agencies are only eligible during the term of enrollment. These terms are set out in the ASU Financial Aid Policies Statement each academic year. According to these terms student must meet the following requirements in order to be eligible for aid:

- Establish academic eligibility by registering for and participating in classes by the published census date, or the first day of class each semester.
- Students enrolled in only correspondence course work must complete at least 50% of all correspondence classes before PELL grant funds can be dispersed.
- Complete 100% of the coursework by the end of the semester of enrollment, regardless of delivery method.

The awarding of an IN (incomplete grade) will prevent the student from meeting the obligations above and will have additional consequences that include: possible failure to meet Satisfactory Academic Progress (SAP) requirements, delay or ineligibility of subsequent aid awards, and possible requirements to begin student loan repayment. Mandatory enrollment reporting to the National Student Clearinghouse, U.S. Department of Veterans Affairs and/or other entities is based on the semester of enrollment only. These repercussions apply to all students regardless of the delivery method of the course.

II. PURPOSE:

The purpose of this policy is to define the terms and conditions related to a grade of incomplete in the undergraduate curriculum.
III. DEFINITIONS:

A. Correspondence Course: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

B. Course Requirements: Assignments, projects, etc. and learning outcomes associated with and expected of all students in a class.

C. Excused Absence: An absence that is acknowledged as necessary by the Vice President for Student Affairs because of illness, family emergency, or participation in a university sponsored event such as travel related to athletic competition.

D. Financial Aid Policies Statement: The agreement student must sign which describes the requirements for students in order to receive financial aid.

E. IF Grade: An administrative grade issued when an instructor has not updated a previously issued grade of incomplete (IN). It indicates the incomplete grade has become an F after one year has elapsed without completion of the requirements.

F. Incomplete: The grade of incomplete (IN) is a temporary grade assignment. Incomplete grades must be awarded only under the terms set forth in this policy.

G. Incomplete Agreement: A form that specifies what requirements must be completed in order to remove the ‘IN’ grade for regular grade and quality points.

H. National Student Clearinghouse: The national student tracking database that records periods of student enrollment. Reporting to the National Student Clearinghouse is based on the semester of enrollment only.

I. Records Office: The ASU Office responsible for the security, accuracy and integrity of all student academic records.

J. Satisfactory Academic Progress (SAP): Demonstration of a student’s compliance with the Federal (Department of Education) requirements for degree seeking students including progress towards degree completion and GPA (see SAP Policy https://www.adams.edu/academics/satisfactory-academic-progress/)

K. Term of Enrollment: The semester in which the student registers for and establishes academic eligibility by participating in a class. The term of enrollment is limited to a single semester regardless of the length of time permitted to complete course requirements.

L. U.S. Department of Veterans Affairs: The federal office responsible for dispersing veteran’s educational benefits. The Office of Veterans Affairs operates on a semester based system and awards cannot extend past the term of initial enrollment.

M. Vice President for Academic Affairs (VPAA): The individual responsible for determining and enforcement of academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

IV. PROCEDURES:

Semester-based Courses:

A. The student will begin the process by requesting an incomplete grade from the instructor of the course and will provide any requested documentation demonstrating the reasons they are unable to complete the course requirements by the end of the semester. Typically these reasons will be similar to those needed to obtain an excused absence such as documented illness, a death or emergency in the immediate family, or travel for a university sports team during finals week only.
B. The instructor will determine whether or not an incomplete is appropriate. Documented excused absences can be verified through the Office of Student Services. Coaches must provide verification that a student athlete is required to compete during finals week in order for the student to be eligible for an Incomplete grade.

C. The instructor will determine what requirements the students must complete and the schedule for their completion.

D. The instructor will complete an incomplete agreement form that specifies the conditions of the incomplete grade and course completion plan. The instructor will retain a copy of the agreement, give a copy to the student, and send a copy to the VPAA’s Office as a record of the agreement.

E. The instructor will record a grade of ‘IN’ for the student at the semester's end.

F. After the student has successfully completed the remaining course requirements, the instructor will process any desired grade change online via faculty web services.

G. Record’s Office will update and maintain the student’s academic history, including all grades.

H. Should the student fail to complete the terms specified in the incomplete agreement within one year after the semester's end or the date specified on the incomplete form, the student will receive a grade of ‘IF’.

I. Grade change forms submitted after one year has elapsed must be signed by the VPAA in addition to the instructor. The instructor must attach a memo explaining the reason the grade change was not completed within the one year time frame.

Correspondence Courses:
A. Students enrolled in year-long correspondence courses will automatically be issued an IN grade at the end of the semester in which they enrolled unless they have completed all requirements within their term of enrollment and earned a final course grade.

B. An incomplete agreement will not be filled out, but the student will be required to meet all course requirements within 1 year of initial enrollment date or the final grade of IF will be issued.

C. Students with extenuating circumstances may petition for an extension of no more than 60 days. Such requests are honored only if the student has completed significant course requirements by the 1 year deadline, and are a result of extenuating circumstances outside of the control of the student not allowing her/him to complete the course by the 1 year deadline (i.e. medical issues, prison transfers, access to textbooks, etc.). These are reviewed case-by-case and only honored if the instructor approves and notifies ES. Petitions for extension of correspondence course are reviewed on a case by case basis.

C. When the student has completed all required coursework the instructor will determine and submit the final grade to the Office of Extended Studies. The student will then receive a complimentary transcript as notification of the updated grade.

V. RESPONSIBILITY:
A. In semester-based courses the student is responsible for requesting an incomplete grade and meeting the conditions of the incomplete agreement.

B. In correspondence courses the student is responsible for completing course requirements within one year of initial registration, even when an IN grade has been assigned at the end of the term of enrollment.

C. A student who receives any federal or state aid (PELL grants, federal loans, VA educational benefits, etc.) must sign and agree to the terms of the Financial Aid Policies Statement, AND the student is responsible for understanding that they have ONLY the term of enrollment to receive aid and complete the course. Failure to complete the course will have financial repercussions.

D. The instructor is responsible for determining whether an incomplete agreement is warranted, determining what course requirements must be met, and submitting the appropriate grade.
E. The Office of Student Services is responsible for verifying that the student’s circumstances align with those required to excuse and absence and therefore rendering them eligible for an IN grade.

C. The VPAA’s Office is responsible for maintaining records of incomplete agreements and approving grade changes older than one year.

D. The Record’s Office is responsible for maintaining and updating students’ academic history including temporary and final grades as well as the recalculation of grade point average.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

May 9, 2006
December 23, 2009
Revised July 12, 2012
Reviewed April 28, 2014
Revised April 18, 2017

VIII. ATTACHMENTS:

Incomplete Form
INCOMPLETE AGREEMENT

Student's Name: ___________________________ ID#: ___________________________

Semester/Year: ___________________________

Course Prefix & Number:_________________  Course Title: ___________________________

Reason for Incomplete: ___________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Requirements to Complete Course: _______________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Deadline for Completion: _______________________________________________________
(Maximum one year from end of current term.)

Course Grade if Requirements are not completed by Deadline: _____________________
(All grades will be reported on a Grade Change Form and sent to the VPAA on the day
following the date of the Deadline for Completion)

_____________________________________________________________________________

Student Signature ___________________________ Date ___________________________
(If student does not sign, faculty member certifies that student has been informed of the
terms and conditions of this agreement.)

_____________________________________________________________________________

Faculty Signature ___________________________ Date ___________________________

cc: VPAA Office (Original)

Student
Faculty Member