

Academic Governing Council
Decision Form
Incomplete (I) Policy, part of 7.10 Grading Policy

This form is to be used when the Academic Governing Council makes a decision on an issue. This form is sent to the Provost.

Decision: Incomplete (I) Policy, part of 7.10 Grading Policy

Proposed Policy:

An incomplete (I) grade can be temporarily assigned in the event of extenuating circumstances such as illness, injury, birth of a child, death of a family member, jury duty or other situations that are beyond the control of the student and prevent completion of the course requirements during the semester. The following requirements must be met in order to receive an incomplete (I) grade:

1. The coursework up to the time of the absence has been satisfactory and in the instructor's judgment, the student can complete the required work without repeating the course or attending any class sessions in subsequent semesters.
2. Approximately 90% of the course time has elapsed or coursework has been completed as determined by the instructor.
3. An incomplete form has been completed. This form will indicate the actions the student will take to finish the course, when those actions will take place (not to exceed one year), and the grade the instructor will submit (A, B, C, D, or E) should the work remain incomplete after the allotted time. Both the student and instructor will make every effort to sign the form and a copy will be provided to the student and the instructor's Department Head/Program Director.

Once the coursework is completed or the allotted time lapsed, the instructor will submit an official grade change within 10 business days. If the course work is not completed and/or the instructor does not submit an official grade change, the incomplete (I) grade will default to a grade of "E" one year from the end date of the class. In the event of further unforeseen, extreme or unusual circumstances, a written appeal for an extension can be made to the Associate Dean of Hiring and Evaluation of the School where the course resides.

Rationale:

Purpose for Policy Review:

- During the February 2013 AGC meeting changes to the Grading Policy were approved, but not by an overwhelming majority. The WP and WF grades were eliminated, leaving faculty no options but to assign grades (A-E or I) to students after 70% of the course was complete. Several dissent forms were submitted concerning the lack of options for faculty to help students in extenuating circumstances and an unclear Incomplete grade policy. The Provost has asked that a team be called upon to review the "I" and "70% Withdrawal Date" and propose some clarification. The W Policy is addressed in a separate Decision Paper.

Outline of Proposed Changes:

- A statement indicating that the incomplete grade is only applicable in extenuating circumstances was added.
- A statement regarding the **approximate** portion of the course that must be completed (90%) in units of time **or** points before an incomplete grade can be assigned was added.
- A statement regarding the fact that the student should be able to complete the coursework without attending the class in which the I grade was assigned during subsequent semesters was included.
- The Registrar's Office will no longer receive a copy of the *Incomplete Grade Form*, but the DH/PD will receive and maintain a copy.
- A 10-day time frame for faculty to submit a grade change upon completion of the coursework was added.
- The statement about student satisfaction with the instructor's decision was removed as grade dissatisfaction should go through the *Grade Appeal Process*.

Supporting Data:

- This policy was developed using a team approach, with input from the Schools of Arts and Sciences, Student Affairs, and Workforce Development, as well as comments from teaching and non-teaching faculty and a written table exercise at the December 2013 AGC membership meeting.
- The team benchmarked other Michigan community colleges as well as GRCC's major university transfer institutions

Implications for Action:

- This policy clarifies expectations and requirements for both the student and the faculty member in assigning the I grade, completing coursework, and changing final grades.

Evaluation Plan:

This academic policy should be reviewed again in Winter, 2019.

Date of Decision by AGC: February 11, 2014

Response from Provost:

The Provost endorses the Incomplete Grade Policy as approved by the AGC effective July 1, 2014.

Patricia Insulini 6/30/14