**Undergraduate Incomplete Grades Policy and Contract**

**from Academic Requirements Committee**.

Background Information:

The current incomplete grade policy was approved in 1998 and is in the faculty handbook. The contract form is Appendix J. The policy being considered is for undergraduates. The Incomplete Grade Policy was brought to faculty senate in 2010. That was never approved. Currently there is a belief that incomplete grades automatically turn to an F grade if the work is not completed. That is not true. The current policy states “Beyond the maximum 24-month period the incomplete becomes permanent.” Also, currently the incomplete grade remains on the transcript after a student completes the required work.

Technology: The Registrar’s office will provide a drop down menu for incomplete grades that will allow the instructor to select a grade as the default grade should the required work not be completed by the designated deadline. For example, an instructor could select that the grade revert to a C+ instead of an F.

The following are the new recommendations.

* Incomplete grades that are not changed within the time frame given revert to an F grade or the grade the instructor indicates on the drop down menu default grade. (Registrar’s office will provide a drop down menu for default grade selection.)
* Incomplete grades are removed from the transcripts once the incomplete work is completed. (The majority of ARC was in favor of this. The vote was not unanimous.)
* The contract will be front and back. One side with the policy and the other with the contract.
* The incomplete grade information in the catalog (on page 16) will be moved to the last of the grades listed in the Undergraduate grading standards. That keeps all of the shorter explanation grades together and the longer explanation for the incomplete grade last.
* Include information about how accommodations for military personnel can occur.

**Western Oregon University**

**Undergraduate Incomplete Grade Contract Policy**

A. A grade of 'I' may be assigned when the quality of work is satisfactory but an essential requirement of the course has not been completed for reasons acceptable to the instructor. Instructors will document their expectations for grade completion in writing on an Incomplete Grade Contract, with a copy for both the instructor and student.

B. At the time the ‘I’ (incomplete) grade is assigned, the instructor will also assign a ‘default’ grade based on the student’s performance on the course requirements at that point in time. If the additional course requirements are not submitted within 12 months of receiving the incomplete grade, or graduation – whichever comes first, then the incomplete grade will be changed to the default grade.

C. A student may petition for an extension of 12 additional months to complete the requirements, but in order to be granted, this petition 1) must be approved and signed by the original instructor, and 2) be submitted to the Registrar's Office at least two weeks before the first 12-month period ends. The default grade will be applied if the student does not submit additional course requirements by the end of the total 24 month period or graduation – whichever comes first. Petition forms can be obtained from the registrar’s office.

D. If a student earns an incomplete grade in a course that is a prerequisite for a second course, then s/he cannot enroll in the second course without the instructor’s permission. If the student is already enrolled in the second course before the incomplete grade has been submitted, then s/he may be dropped from the course at the discretion of the instructor. In this case, the student will be notified by an email to the WOU account from the academic department of that course.

E. Special accommodation is made for National Guard, active duty or reserve members of the armed forces who may be deployed within an academic term. Students are encouraged to contact Veterans Services in the Registrar’s office to assist them with mitigating circumstances. Depending on the circumstances and with documentation (for example, copy of orders or letter from supervisor on letterhead), the student may be granted a 24 month period to resolve an incomplete grade, or allowed to withdraw after the usual deadline without tuition or fee charges.

F. Incomplete grades will be removed from the transcripts once the incomplete work is completed.

Note: Students receiving financial aid should contact the financial aid office to determine any ramifications from incomplete grades.

**Western Oregon University**

**Authorization for Undergraduate Incomplete Grade**

***Please print clearly***

**Student Information**

|  |
| --- |
| Student name (last, first): Student V #: |

**Course information (attach syllabus)**

|  |  |  |
| --- | --- | --- |
| CRN |  Prefix and Course # | Course Title |
| Year: | Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer\_\_\_\_\_ |
| Instructor Name (Please Print): |

**CHECK ONE:** In order to clear the ‘Incomplete’ grade, the student must finish the 🞎 syllabus requirements noted below, or 🞎 alternate requirements as listed here (or attached):

|  |
| --- |
|  |

**Deadline for submitting requirements:**

If the student’s course requirements are NOT submitted to the instructor by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to 12 months from the end of the term), then the grade will automatically change from Incomplete to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. One extension is possible; see policy on reverse side.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Faculty Signature Student Signature*

🞎 Original on File in Division Office 🞎 Student not available for signature

🞎 Copies to Faculty and Student