

# John Carroll University Educational Policy Proposal

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**Date:** Fall 2018

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Incomplete Grades

**Time Sensitivity:** Critical

**Committee Determination:** Send to Faculty Council as a recommendation for action

- **Current University Policy**

Under Grading System:

Incomplete. Work incomplete. Work is to be completed within one month following the last normal examination date of the semester in which the grade is incurred or the grade of I converts to F. An extension may be granted by the appropriate dean for very serious reasons, usually medical.

- **New University Policy**

A student who is unable to complete final assignments in light of serious, documented medical or extenuating circumstances (e.g. incapacitating illness, injury, accident, or death of an immediate family member) may ask the instructor for an Incomplete grade through an academic petition. Incomplete grades are normally granted when a student is currently earning a passing grade and has completed the majority of the work at the time of the Incomplete request, and the withdrawal deadline has passed. Fall and spring semester requests should be submitted by the end of Reading Day, or by Monday of the last week of classes for summer. An Incomplete may not be requested after Final grades are due, unless there are verifiable extenuating circumstances.

To start the Incomplete request process, the student must submit an academic petition. A separate petition is required for each request. The student may be required to submit documentation at the instructor's request to the Office of the Academic Advising, for the College of Arts and Sciences, or to the Boler School of Business Dean's Office. The respective office will confirm receipt of the supporting documentation with the students' instructors. Only in exceptional circumstances will the University grant an Incomplete not initiated by the student. Instructors may wish to consult with the respective assistant dean of their college in instances of student incapacity.

The assignment of an Incomplete is solely at the discretion of the instructor, who will indicate the terms for course completion in the academic petition. Those terms include a list of all outstanding assignments, a deadline date (if different from the standard one-month submission due date for Incomplete grades), and relevant logistical information (communication preferences and instructions for the submission of make-up work).

All Incomplete work must be submitted to the instructor within one month following the last normal examination date of the semester in which the grade is incurred or the grade

of I converts to an F. If the precipitating circumstances behind the initial Incomplete request continue, an extension may be granted with supporting documentation to the appropriate assistant dean. Instructors should follow the University's grade change procedures when changing an Incomplete grade.

- **Rationale and Discussion**

The new Incomplete Grades policy clarifies the nature and purpose of an Incomplete, procedures for documentation and approval, and deadline(s) for initiating a request. This clarification should help with discussions on a student's progress in a course if extenuating circumstances do occur, and whether a course Withdrawal is a more appropriate action. The policy maintains the current expiration timeframe (one month following the last normal examination date of the semester) but allows for deadline flexibility in the academic petition. Students are afforded some privacy and convenience in the documentation process in that they do not need to take their documentation to multiple offices. Faculty retain the right to approve and determine the parameters of an Incomplete.

Expectations regarding Incomplete work would be documented in an academic petition, including outstanding assignments, relevant submission date(s), and logistical details. A structured approach to course completion will provide clear guidance to students and may facilitate timely and improved completion outcomes.

An Incomplete is not a request for additional time to submit late or extra work.

Timely completion of courses prevents the stacking of outstanding Incompletes onto future coursework, which can be burdensome, if not unmanageable. Furthermore, completed coursework allows for more accurate academic standing and financial aid eligibility determinations.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the forthcoming semester. No budget implications were identified. The Incomplete Grades policy and related procedures would need to be updated in the following areas: *Undergraduate Bulletin*; Registrar's webpage; OnBase; and Banner.

- **Appendix Documents**

See below for Incomplete grade history.

**John Carroll University Incompletes: Fall 2014–Spring 2017**

<b>Fall 2014 Totals</b>		
214	I or X grades (Minus 500 level and BPD courses)	
71	Turned to F	33%
65	Were changed to a passing grade by the deadline (6 weeks)	30%
78	Were changed to a passing grade after the deadline	36%

<b>Spring 2015 Totals</b>		
194	I or X grades (Minus 500 level and BPD courses)	
47	Turned to F	24%
84	Were changed to a passing grade by the deadline (6 weeks)	43%
63	Were changed to a passing grade after the deadline	32%

<b>Fall 2015 Totals</b>		
164	I or X grades (Minus 500 level and BPD courses)	
50	Turned to F	30%
42	Were changed to a passing grade by the deadline (6 weeks)	26%
72	Were changed to a passing grade after the deadline	44%

<b>Spring 2016 Totals</b>		
172	I or X grades (Minus 500 level and BPD courses)	
48	Turned to F	28%
56	Were changed to a passing grade by the deadline (6 weeks)	33%
68	Were changed to a passing grade after the deadline	40%

<b>Fall 2016 Totals</b>		
287	I or X grades (Minus 500 level and BPD courses)	
63	Turned to F	22%
156	Were changed to a passing grade by the deadline (6 weeks)	54%
68	Were changed to a passing grade after the deadline	24%

<b>Spring 2017 Totals</b>		
146	I or X grades (Minus 500 level courses)	
61	Turned to F	42%
52	Were changed to a passing grade by the deadline (6 weeks)	36%
33	Were changed to a passing grade after the deadline	23%