

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: ACADEMIC AND STUDENT AFFAIRS
Subject: Incomplete Grades
Effective Date: April 20, 2007
Number: ES4562

I. Institutional Regulations:

A. The Board of Directors of DMACC confers upon the staff the power to establish academic standards as they relate to the educational process.

II. Procedure

A. An incomplete grade is generally granted by the instructor when special circumstances beyond the student's control prevent completion of the course. Failing a final exam, project, or other assignment or not submitting course work as a result of inadequate preparation are not valid reasons for requesting an incomplete grade.

B. While, in most cases, the request to process an Incomplete Contract should come from the student, if an instructor thinks a student may not know about the "I" option or seems hesitant to ask the instructor to consider that option and the instructor is willing to do so, the instructor may recommend to a student that s/he consider exercising the Incomplete Grade Contract option. In all cases, an Incomplete Contract will be processed only if the instructor approves it. The request for issuance of an "Incomplete" grade is the student's responsibility and must originate from the student. Granting an incomplete grade, designated by an "I", is an instructor's prerogative.

C. After an instructor has agreed to grant the incomplete, that instructor must delineate, in writing, the requirements/guidelines for completion of the course. Under normal circumstances, the Incomplete Grade Contract must be signed by both student and instructor.

D. When extenuating circumstances prohibit the student from initiating an Incomplete Grade Contract, the instructor may do so on the student's behalf, if he/she deems it appropriate. Such extenuating circumstances must be detailed in writing on the contract.

E. The Incomplete Grade Contract must be submitted prior to or at the time grades are reported. If an instructor reports a grade of "I" on the printed grade roster or over the Internet and does not submit an Incomplete Grade Contract, the Academic Records Office will honor the grade of "I"; however, if by the second week of the subsequent semester a contract has not been received, the grade will be changed to "F" and the student will receive a revised grade report.

F. The deadline for completion of the work on the Incomplete Grade Contract may be no later than the midterm date of the subsequent semester. An instructor may change an "I" grade to an A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or P until midterm of the subsequent semester. The grade change will be submitted by the instructor to Student Records on the "Change of Grade Report" form. If no grade change is submitted by the instructor by the midterm deadline, the "I" grade will become an "F" grade, unless an extension has been granted (see ES 4563).

G. As a courtesy, the Student Records office will alert the instructors of any outstanding "I" grades that will be converting to "F" grades.

H. Because grades are reported after the last day to drop courses, a student who has been granted an Incomplete Grade Contract may no longer withdraw from the course. If severe extenuating circumstances exist, however, a student may file a Petition for Policy Waiver (ES 4650) to request a late withdrawal.

I. For the purpose of this procedure, "subsequent semester" is the semester following the semester during which the student was enrolled in the course and received the incomplete grade. For example, the summer term is the subsequent term to spring term. Deadlines are in effect regardless of whether the student is enrolled or the instructor is teaching in the subsequent semester.



APPROVED:

Executive Dean, Student Services

5/08/07

Date: _____



Senior Vice President, Academic Affairs

5/08/07

Date: _____

INCOMPLETE GRADE CONTRACT GUIDELINES

- A. When a student cannot finish a course due to special circumstances beyond his/her control, the instructor may grant the student an opportunity to complete course work at a later time by taking an "I" (incomplete). However, no instructor is obligated to accept a student's request for an incomplete.
- B. Steps to follow for INCOMPLETE GRADE CONTRACT:
- Step 1: The student requests to take an "I" as his/her course grade by submitting an INCOMPLETE GRADE CONTRACT, **OR** the instructor offers an "I" option to the student.
 - Step 2: If the instructor accepts the student's request or the student accepts the instructor's offer, they meet together and discuss ES 4562 Incomplete Grades procedure, including the INCOMPLETE GRADE CONTRACT.
 - Step 3: If both the student and the instructor accept all parts of ES 4562, they work together to prepare the contract for submission. The instructor submits the original copy of the contract to the Student Records Office, gives one copy to the student, and keeps one copy.
 - Step 4: The student works to meet the requirements listed on the INCOMPLETE GRADE CONTRACT, and the instructor advises/meets with the student as needed.
 - Step 5: When the student finishes all of the course work by the INCOMPLETE GRADE CONTRACT deadline, the instructor completes and submits a CHANGE OF GRADE REPORT to the Student Records Office. This allows that office to change the student's grade from an "I" to the grade submitted by the instructor.
 - Step 6: If the student does not finish the course work by the contract deadline, the following are options open to the student and/or instructor:
 - (1) The student or instructor can suggest the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563) to finish the course. If this is acceptable to both student and instructor, go to Part C.
 - (2) The instructor does not have to accept the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563). If the instructor denies this, s/he is to submit a CHANGE OF GRADE REPORT if the student has a passing grade. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to an "F."
 - (3) If the student does not ask for an EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563), the instructor is to submit a CHANGE OF GRADE REPORT if the student has a passing grade. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to an "F."
- C. If the instructor and student both agree to an extension of time ES 4563 INCOMPLETE GRADE – EXTENSION OF TIME procedure is to be followed.
- Step 1: The student or instructor can suggest the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563). Both must agree on the extension. The student needs to be able to explain why s/he cannot finish the course work by the INCOMPLETE GRADE CONTRACT deadline. This request and agreement should be made prior to the deadline of the INCOMPLETE GRADE CONTRACT and follow all Incomplete Grade – Extension of Time procedures.
 - Step 2: If the instructor accepts the request for an extension of time, the student and instructor work together to complete the EXTENSION OF TIME – INCOMPLETE GRADE FORM. The instructor submits the original copy of the contract to Student Records Office, gives one copy to the student, and keeps one copy.
 - Step 3: The student works to complete the requirements listed on the INCOMPLETE GRADE CONTRACT, and the instructor advises/meets with the student as needed.
 - Step 4: When the student finishes all of the course work by the EXTENSION OF TIME – INCOMPLETE GRADE FORM deadline, the instructor submits a CHANGE OF GRADE REPORT to the Student Records Office. This allows that office to change the student's grade from an "I" to the grade submitted by the instructor. If the student does not finish the course work by the EXTENSION OF TIME – INCOMPLETE GRADE FORM deadline, the instructor will submit a CHANGE OF GRADE REPORT if the student's current work is passing. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to "F."



Incomplete Grade Contract

(Please print)

Student's Name _____

DMACC ID No. _____

Term of Enrollment Spring _____ Summer _____ Fall _____ 20 _____

Course Acronym and Number/Section/CRN _____

Course Title _____

Work to be completed: _____

Completion Date _____
(No later than midterm of the subsequent semester)

I accept the term and obligations of this contract pursuant to Academic and Student Affairs ES 4562 Incomplete Grade procedure.

Student's Signature _____

Date _____

Instructor's Signature _____

Date _____

*Reason for absence of student's signature: _____

