

# MEMORANDUM

TO: E.J. Keeley, Interim Assistant Vice President for Enrollment Management and Executive Director for Institutional Effectiveness  
Aaron Thompson, Associate Vice President for University Programs

FROM: Heidi Terry, University Registrar

DATE: Sept. 7, 2006 (original date)  
October 4, 2006 – 2<sup>nd</sup> iteration

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RE: Proposed Changes to Incomplete Grade Procedures

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## RATIONALE

- (1) Current EKU policy does not require students or faculty to document the agreement between instructors and students for the assignment of an incomplete grade. However, the implementation and use of a standard university-wide protocol would ensure consistency in practice and allow for confirmation of expectations. Opportunities for misinformation or different interpretations of policy and/or discussions would be lessened and appropriate university personnel would be better informed should questions arise. In situations where the faculty is not available the next semester, the student is then protected as there would be a record of expectations to complete the course.
- (2) EKU currently allows the conferring of degrees and awarding of diplomas regardless of the fact that incomplete grades remain unresolved on the transcript.

## PROPOSAL (Spring 2007 Effective Date)

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- (1) Students (undergraduate and graduate) who wish to pursue an incomplete grade must submit a "Request for Incomplete Grade" form to their instructor prior to the last day of class (sample form attached). If the instructor agrees that students have extenuating circumstances beyond their control and he/she agrees to assign an incomplete grade, the instructor will identify on the Request for Incomplete Grade form all outstanding assignments and/or other conditions needed to complete the course; secure all the necessary approving signatures and submit the form to the Registrar's Office by the advertised deadline for final grade submission. Students will continue to have until the last day of classes in the immediately proceeding semester (excluding summer) to finish all incomplete coursework as specified in the University Catalog, unless a shorter time frame is indicated on the Request for Incomplete Grade form. If the student fails to complete their course requirements by the stated deadline, the incomplete will be automatically changed to a failing grade.
- (2) EKU will not award a degree to any student with an incomplete EKU course on his/her transcript. This represents best practices as supported by AACRAO and a recent poll of our colleagues in Kentucky and across the nation (see attached documentation).

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**PROPOSED CATALOG TEXT REVISION (2<sup>nd</sup> iteration)**  
**(page 40, 2006-07 UG Catalog)**

An instructor may assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions and the student has already completed at least 70% of the course requirements. A Request for an Incomplete Grade contract must be approved and received by the Registrar's Office no later than the semester deadline for final grade submission. Any student receiving a grade of "I" must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

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If, due to extenuating circumstances, a student is unable to complete the contracted coursework to fulfill the incomplete course by the established timeline, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. This request is initiated through the Registrar's Office and requires the endorsement of the instructor and department chair and the approval of the college dean. Approval of an extension of an incomplete grade is not automatic and depends on the student's unique circumstances.

A degree cannot be awarded to a student with an incomplete ECU course on his/her record. Any student who is a pending graduate with an unresolved incomplete ("I" or "IP") grade will be given the choice of accepting an "F" for the course or being deferred to the next term for graduation consideration.

**PROPOSED ADDITION TO CATALOG TEXT**  
**(page 46, 2006-07 UG Catalog)**

Add the following stipulation to the list of comprehensive requirements for baccalaureate degrees:

10. Complete all ECU coursework with a final grade. Any student who is a pending graduate with an unresolved incomplete ("I" or "IP") grade will be given the choice of accepting an "F" for the course or being deferred to the next term for graduation consideration.



**REQUEST FOR INCOMPLETE GRADE FORM**

_____ Student's Name (please print)	_____ Student ID Number		
_____ Faculty Member's Name (please print)	_____ Department		
_____ Course Title	_____ Course # & Section	_____ Semester	_____ Year

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- The student has completed at least 70 percent of the course requirements with a grade of "C" or higher (Grade at time of contract is: \_\_\_\_\_); and
- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline (supporting documentation required) and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this form and ensure that it is received by the Registrar's Office by the deadline for final grade submission for the term in question.

**Reason for Incomplete:** (all requests must include supporting documentation from a legitimate source. Reference letters from friends or family are not sufficient and will not be taken into consideration unless also accompanied by additional documentation).

- Medical condition documented by university health services or outside vendor
- Mental health condition documented by university counseling services or outside vendor
- Other Extenuating Circumstance – (please explain below – attach additional sheets if necessary)

**Outstanding Course Assignments that Need Completion:** (please provide specific details below)

All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

**Special Note Regarding Graduation Eligibility & Incomplete Grades:** A degree cannot be awarded to students with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration.

By signing below, I am acknowledging that I understand and accept the terms and conditions as outlined on this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean Signature

\_\_\_\_\_  
Date