SAINT ANTHONY COLLEGE OF NURSING – ROCKFORD, ILLINOIS

POLICY #G332

TITLE: GRADUATE STUDIES INCOMPLETE GRADE POLICY

An “I” Grade

The designation of the grade “I” (incomplete) may be assigned when a student is unable to complete the course work during the assigned course dates because of extraordinary circumstances. An "I" may be assigned if the student is making progress as defined by the course syllabi.

It is the student’s responsibility to initiate a request for an incomplete grade and provide an action plan before the last day of class. Appropriate reasons to request an incomplete include extraordinary circumstances not related to performance in the class, such as illness or a family emergency. Reasons for requesting an incomplete must be acceptable to the faculty member.

The faculty member, in consultation with the Dean Graduate Affairs and Research, accepts or denies the request for an incomplete. If granted, the student and instructor will complete the Contract for a Graduate Studies Incomplete Grade. The Contract for a Graduate Studies Incomplete Grade will include the due date for submitting all remaining work and requires approval of the Dean Graduate Affairs and Research. The date for submitting all remaining work is not to exceed past the end of the next course period to include fall or spring semesters.

At the end of the Contract, the faculty member will change the "I" to the grade earned based on performance against all course requirements.

An extension of the time to remove the incomplete may be granted if recommended by the faculty member and approved by the Dean Graduate Affairs and Research, or if a leave of absence is granted.

An “I” grade does not constitute a passing grade, does not meet requirements as a prerequisite for future courses, and is not included in any grade point computation.
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PROCEDURE:
1. The student will initiate a request for an incomplete grade and provide an action plan before the last day of class.

2. If the faculty member, in consultation with the Dean Graduate Affairs and Research, accepts the request for an incomplete, the student and faculty will complete the Contract for a Graduate Studies Incomplete Grade.

3. The faculty member will review the contract with the student and both will sign. The contract will indicate the conditions for the removal of the incomplete grade, including the due date for submitting all remaining work past the end of the next course period to include fall or spring semesters.

4. The contract will be forwarded to the Dean Graduate Affairs and Research for final approval.

5. If an extension is granted the Contract for a Graduate Studies Incomplete Grade will be updated.

6. If the remaining work is not completed at the end of the extension or leave of absence, the final grade will be calculated based on all completed work against all course requirements.

7. A grade change form will be completed by course faculty, signed by the Dean Graduate Affairs and Research and submitted to the registrar.

8. The contract and grade change form will be kept in the student file.

9. Incomplete grades will be monitored by GAP.
CONTRACT FOR A GRADUATE STUDIES INCOMPLETE GRADE

Student requesting incomplete grade: ____________________________

(PLEASE PRINT)

Outstanding course requirements:

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

Target date for completion: ________________________________

In the event the student does not complete the above course requirements, the student will receive a grade of ________________.

_____________________________  __________________________
Student Signature              Date

_____________________________  __________________________
Faculty Signature              Date

_____________________________  __________________________
Dean Graduate Affairs and Research Signature  Date

(Copies to be given to Student, Faculty, Dean & Registrar)