



**Committee RECOMMENDATION FORM**

- Academic Affairs
- Institutional Support
- Student Affairs
- College Affairs

- GP Change
- No GP Change

Recommendation:

The Academic Affairs Committee is recommending the proposed changes to the Incomplete Policy language in the General Policy Manual (G-30-12 Grades).

**Proposed Policy Language (DRAFT):**

Incomplete grades are assigned at the discretion of the instructor when non-academic extenuating circumstances prevented a student from completing, but there is a reasonable expectation that the student can successfully complete the course. An incomplete is not a substitution for a failing grade. A contract detailing the conditions for completion of work is required and must be completed prior to the end of the term.

The default deadline for incomplete work to be submitted is automatically set to the end of the following term (excluding summer). If the requirements of the contract have been met, the instructor will assign the appropriate grade; if the requirements of the contract are not fulfilled by the deadline, the "I" grade will convert to a "F" or "NP" (based on the course setup). The instructor may extend the incomplete up to four terms following the original term of enrollment.

An incomplete grade will not count towards academic warning, but may affect Satisfactory Academic Progress and financial aid eligibility.

Rationale:

The proposed changes would create flexibility for non-standard courses (e.g. Aviation Flight Labs) to assign incomplete grades and adhere to the policy. In some courses, a student may not have completed "approximately 75% of the course requirements," but may still have a reasonable expectation to successfully complete. The change to the policy language will remove the 75% measurement.

History:

Academic Affairs First Reading: 11/5/18  
Academic Affairs Second Reading: 11/19/18

Timeline for Implementation:

Fall 2019 (align w/ catalog and policy manual updates); new form could be introduced online earlier, if appropriate.

Submitted by: Jessica Siglio /s/ Chair, Academic Affairs Date: 1/28/19

Action taken by the President:  Approved  Denied  Tabled

Comments:

Charley Stewart /s/ President, COCC Date: 1/28/19



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

## **G-30-12 Grades**

### **Current Policy Language:**

Incomplete (I). An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete remaining requirements during the given term. An "I" grade is not a substitution for a failing grade, but indicates that there is a reasonable expectation that the student will pass the course.

Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date. If no grade is submitted, it is assumed the student did not complete the requirements and the "I" grade will convert to an "F".

An incomplete grade will not count towards academic warning, but it may affect Financial Aid and Satisfactory Academic Progress.

### **Proposed Policy Language (DRAFT):**

Incomplete grades are assigned at the discretion of the instructor when non-academic extenuating circumstances prevented a student from completing, but there is a reasonable expectation that the student can successfully complete the course. An incomplete is not a substitution for a failing grade. A contract detailing the conditions for completion of work is required and must be completed prior to the end of the term.

The default deadline for incomplete work to be submitted is automatically set to the end of the following term (excluding summer). If the requirements of the contract have been met, the instructor will assign the appropriate grade; if the requirements of the contract are not fulfilled by the deadline, the "I" grade will convert to a "F" or "NP" (based on the course setup). The instructor may extend the incomplete up to four terms following the original term of enrollment.

An incomplete grade will not count towards academic warning, but may affect Satisfactory Academic Progress and financial aid eligibility.