

## ***Student Policy – Incomplete Course***

### **Policy:**

Bismarck State College shall establish appropriate rules and regulations for the issuance of an incomplete (I) by an instructor to a student who is unable to complete a course within the allotted time over which the course is scheduled. The purpose of an “I” is to allow a student the opportunity to complete a course when serious and significant reasons beyond the student’s control interfere near the end of the course. For this reason, instructors should issue incompletes rarely, and then only after careful consultation with the student. Students encountering problems earlier in the course are encouraged to explore their options (e.g., withdrawal, drop, etc.) with their advisor.

### **Incomplete:**

1. An incomplete is not a grade, but rather is a placeholder issued by the instructor to a student who is unable to complete the course within the normally scheduled time frame.
2. An incomplete may only be granted to a student at the instructor’s discretion if all of the following are met:
  - The student is in good academic standing for the course through the final date to drop the course.
  - A student is unable to complete all assigned requirements before the last day to drop the course due to significant reasons beyond their control, (medical, military, death of immediate family, or personal or natural disaster).
  - An “Incomplete Course” form has been completed by the instructor and student. Instructor will submit the form to the Academic Records Office where the “I” will be entered into the student’s academic record in lieu of a grade.
3. Although an instructor may require completion of the course work sooner, the student must submit all required assignments to the instructor no later than 4:00 pm Friday of mid-term week of the next regular semester (excluding summer). (Please refer to semester calendar for mid-term deadline.)
4. Instructor must submit a Final Grade Change form no later than 5 business days after the student deadline. (Please refer to semester calendar for mid-term deadline.)
5. When an incomplete is changed to a grade by the course instructor, that grade becomes the final grade.
6. If a Final Grade Change form is not submitted by the course instructor, the incomplete will convert to a final grade of failing (F) or unsuccessful (U). The Academic Records Office will change the incomplete and send correspondence to the student.

7. Students should be advised that accepting an incomplete in a course that is a prerequisite for another course could prevent them from starting that second course as long as the incomplete is on the record. If the student has already enrolled in the second course, the instructor could administratively drop the student.
8. Students are not allowed to graduate with an incomplete on their BSC academic record.
9. Failure to complete all incomplete requirements for the degree within 30 days of the end of the semester of graduation will delay the awarding of the degree until the following semester.
10. Students who were issued incompletes that later converted to failing (F) or unsuccessful (U) may appeal disputed grades in accordance with BSC Student Policy – Student Grievance and Appeal.

**Procedure for Incomplete:**

- It is the student’s responsibility to communicate with the instructor and ask for an incomplete to be issued. It is at the instructor’s discretion to request the appropriate documentation (see examples below).

Reason	Documentation that may be requested by instructor
Medical	Letter from the Medical Physician on official letterhead listing specific dates, conditions, and ability to complete and/or attend class(es).
Military	Orders listing dates of activation
Death of Immediate Family	Funeral Service Bulletin showing relationship to deceased. Immediate family members include husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parent, foster children, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.
Natural Disaster (personal)	Official newspaper article from area in residence.
Natural Disaster (work related)	Letter on official letterhead from employers human resource department.

- Upon the instructor’s agreement, the student and instructor complete and sign the Incomplete Course Form, and append any appropriate documentation if requested.
- The instructor submits the form to the Academic Records Office the Wednesday prior to the last day of the course. If an extenuating circumstance happens after Wednesday the instructor should notify the Academic Records Office, and complete and submit the form as soon as possible.
- The instructor and student retain copies of this form for their records. It is advisable that they also put in writing the various deadlines for submission of assignments, the taking of tests and quizzes that will need to be met to successfully complete the course by midterm of the following semester.

- The incomplete is administratively entered in CampusConnection by the Academic Records Office.
- Based on item 4 of this policy the instructor will submit to the Academic Records Office a Final Grade Change form, no later than five business days after the student deadline, indicating the final grade.
- Academic Records Office will administratively enter final grade and update the student's academic standing and academic honors.

### **Request for an Extension:**

- An extension may be granted to a student at the instructor's discretion if:
  1. The student's request is made before the incomplete deadline.
  2. The student continues to be unable to complete all course requirements before the initial incomplete deadline due to reasons beyond their control, and new documentation is provided as necessary.
- The extension may not exceed a second incomplete conversion/deadline cycle.

### **Procedure for Extension:**

- It is the student's responsibility to communicate with the instructor and request an extension for the existing incomplete.
- Upon instructor's agreement, the student and instructor must complete the extension section on the Incomplete Course Form that was retained for their record, submit new appropriate documentation if necessary, and obtain signatures from the Department Chair/Program Manager and Dean of Academic Affairs/Associate Vice President, NECE.
- Instructor is to submit the form to the Academic Records Office before the incomplete deadline. The student and instructor keep copies for their records.
- The course will remain as an incomplete until a Final Grade Change form is submitted to the Academic Records Office by the instructor or the extension deadline passes.
- Academic Records Office will administratively enter final grade and update the student's academic standing and academic honors.

### **History of This Policy:**

First policy draft November 21, 1983.

Revisions - January 7, 1989; November 20, 1989; December 11, 1989; July 18, 1990; September 1, 1992; June 6, 1998; April 19, 2004; May 21, 2008; two sections were deleted from this policy and made into two separate policies (Grades and Honor Points and GPA) on November 13, 2012; approved by the Faculty Senate on March 24, 2013, reviewed by the Operations Council on April 10, 2013 and approved by the Executive Council on May 10, 2013 (effective Fall 2013).