



## DENMARK TECHNICAL COLLEGE

### INTERIM POLICY #03 (2020) CORONAVIRUS (COVID-19) INCOMPLETE GRADE AWARDING AND REMOVING

**Policy Title:** Coronavirus (COVID-19) Incomplete Grade Awarding and Removing

**Policy Type:** Interim

**Policy Number:** INT Policy # 03 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** 3-2-105

**Approval Date:** 4/20/2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

#### **POLICY STATEMENT**

This interim policy establishes guidelines for Incomplete “I” grade administration as a result of the emergent need to transition all courses to an online instructional format due to the Coronavirus (COVID-19) pandemic. An Incomplete “I” grade will be administered to the student who is unable to complete all course requirements within the Spring 2020 semester. This policy will stay in effect until December 1, 2020, and will only apply to courses taken in the Spring 2020 semester.

The Incomplete “I” grade option is normally available only to students who have completed a minimum of eighty (80%) percent of the required course work. However, to accommodate students during this unusual transition, the Office of Academic Affairs is allowing the following:

1. Allowing students who are currently enrolled and have been attending the course(s) in question prior to the campus moving fully online, to be eligible to receive a grade of Incomplete “I” without having completed eighty (80%) of the required course work.
2. Students who receive an Incomplete ‘I’ grade for courses taken in the Spring 2020 semester will have until December 1, 2020, to resolve the incomplete grade or it will revert to the final grade earned prior to the administering of the “I” grade.

3. Students scheduled to complete coursework at the end of Spring 2020 semester who are assigned a grade of Incomplete ‘I’ must submit all outstanding assignments by November 13, 2020, for conferral of degrees.
4. December 2020 graduates, excluding those who were scheduled to graduate in Spring 2020, must complete all work by December 1, 2020.

These allowances are only available when there exists outstanding coursework to complete.

Incomplete “I” grades will be administered for one of the following reasons:

- 1) Documented evidence of limited to no access to the internet or an electronic device
- 2) Laboratory hours were not approved to be delivered in an online format
- 3) Exposure of student to Coronavirus (COVID-19)
- 4) Exposure of a family member to Coronavirus (COVID-19)
- 5) Approval for protection under the Emergency Family Medical Leave Act (EFMLA)
- 6) Other circumstances deemed to be extenuating by the Division Dean and Vice President for Academic Affairs

**To assign a grade of “I”, the instructor must submit:**

- Incomplete ‘I’ grade Request Form
- Copy of the grade book that lists the assignments, grades, and attendance earned by the student in the course
- Detailed submission of missing assignment(s) & rubric/criteria
- Course Syllabi that includes a Teaching and Learning Sequence

In accordance with the South Carolina Uniform Grading Policy (SCUGP) and the South Carolina Grading Policy Administrative Procedures, high school students taking a dual-credit course may withdraw from the course and receive a grade of WP on the College and high school transcript. Students must contact the High School Counselor *and* the Dual Enrollment Coordinator assigned to the service-area high school to initiate the withdrawal process by May 1, 2020. If students do not initiate the withdrawal process, they will be able to earn an Incomplete ‘I’ grade if they meet one of the six (6) criteria outlined in this policy.

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**DEFINITIONS**

*There are no definitions associated with this policy.*

**CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

**STAKEHOLDER(S)**

College community; more specifically, students (including Dual credit) and faculty

**TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College’s webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

**REVIEW SCHEDULE**

- Next Scheduled Review: 04/20/2023
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

**RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*