



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.10.07.04 (2021)

INCOMPLETE "I" GRADE AWARDING AND REMOVING POLICY

Policy Title: Incomplete "I" Grade Awarding and Removing Policy

Policy Type: Administration

Policy Number: AC Policy #03 (2021)

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

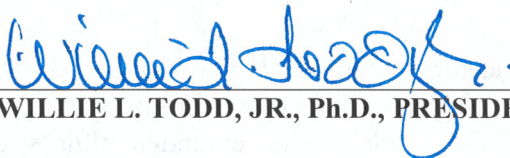
State Board Policy: 3-2-105

Approval Date: March 29, 2021

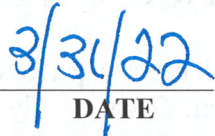
Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community



WILLIE L. TODD, JR., Ph.D., PRESIDENT AND CEO



DATE

POLICY STATEMENT

This policy provides the process and guidelines for assigning and removing an incomplete "I" grade in a course.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	2
Contacts	2
Stakeholder(s) (For Administrative Policy).....	2
(Title: Policy Contents).....	2-3
Publication	3
Review Schedule.....	4
Related Documents.....	4
Forms	4

DEFINITIONS

Extenuating Circumstances: A death in the immediate family, serious accident or illness resulting in an inability to attend class or complete assignments, unusual circumstances surrounding the birth of a child, and mitigating circumstances which could not have been prevented or anticipated by the student and were entirely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, scheduled childbirth, employment demands, and minor illnesses.

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 and service-area school districts, career centers, private institutions, and governing school associations.

POLICY CONTENT

Students are expected to complete a course during the academic term in which the course was taken. Occasionally, an extenuating circumstance occurs that prevents a student from completing coursework during a given semester, such as when a student incurs extended illness or unforeseeable circumstances that make it impossible to meet course requirements on time. On such occasions, a student may request an incomplete grade for the course.

The Incomplete "I" grade option is available only to students who have completed a minimum of eighty (80%) percent of the required course work. An "I" grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or re-register to complete the course requirements. Additionally, an "I" grade is not a means for students to increase their course grade average by completing additional work.

A request for an "I" grade must be made by the student to the faculty member before the first date of the final examination period for that term. Once the faculty member makes a final decision to grant an "I" grade, an Incomplete 'I' Grade Request Form must be submitted to the Division Dean and Vice President for Academic Affairs for approval.

Faculty retain the right to make the final decision on granting a student's request for an incomplete grade providing the student meets the provisions listed:

- Successful completion of 80% of the required coursework;
- Estimation of the instructor that there is a reasonable likelihood that the student can successfully complete the course; and

- Determination of an extenuating circumstance.

It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a Change of Grade Form changing the "I" to a letter grade by or before the last day of classes of the semester in which the outstanding course work is to be completed. If the student does not meet the deadline, the "I" will revert to the final grade earned prior to administering the "I" grade.

Upon receipt of the grade change, the Registrar's Office will post the grade to the student's record and issue a GPA recalculation. Although students have up to one semester to complete the course work, their academic standing will be reassessed for satisfactory academic progress requirements only if the grade change is received prior to the start of the next term in which the student has requested to be enrolled. Students will not be allowed to graduate with "I" grades on their records.

Assignment of "I" Grade

The instructor must submit the following for approval prior to the assignment of an incomplete "I" grade:

- 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) and rubric/criteria
- Course syllabi that includes a Teaching and Learning Sequence

Extension of an Incomplete Grade

A request to extend the assigned deadline must be submitted in writing to the appropriate academic dean before the assigned "I" grade is changed to a final grade. The request must provide the reason as to why a deadline extension is requested, along with appropriate documentation (e.g., medical documentation, etc.). A letter of support from the faculty member that includes a new deadline date is also required. The Divisional Dean will make the appropriate decision at their discretion and reply in writing to the student, faculty member, and the Registrar within 14 working days. Requests that extend beyond one calendar year from the time the incomplete grade was assigned will not be honored.

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: March 29, 2023
- Approval by, date: Executive Council, March 29, 2021
- Revision History: None
- Supersedes: None

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.