

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 4/04, 04/06, 01/09, 01/13, 05/16,  
11/17, 10/18

No: 2-I-800-01  
Last Reviewed Date: May 2020  
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Administrative Unit: APG Committee  
Approved By:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Faculty Assignment of “Incomplete” (I) or “In Progress” (IP) Grade

**PURPOSE:** To provide a means for faculty to assign an “Incomplete” or “In Progress” grade for a course when the course-related activities are not completed by the end of the academic semester

**EFFECTIVE FOR:** Allen College faculty, staff and students

**PROCEDURE:**

1. **“Incomplete” (I)** is a grade indicating that a student is unable to complete the course due to “exceptional circumstances.” This term must be defined by the student and faculty member, but usually means something beyond the student’s control (e.g. hospitalization of self or a family member, death of a loved one, etc.) Failure to complete assignments on time, or failure to withdraw from the course does not constitute sufficient grounds for assignment of an “Incomplete” (I) grade. Only the faculty member responsible for the course in which the student is enrolled can make the decision to assign an “Incomplete” grade. The incomplete grade will be assigned by the faculty member at the time course grades are due to the Registrar only under the following circumstances:
  - A. The student has discussed with the faculty member prior to the end of the semester to discuss his/her “exceptional circumstances” and request to receive an incomplete grade in the course.

If the faculty member assigns an incomplete in the course, the “I” grade remains in effect until the required coursework is completed. Upon course completion, the faculty member changes the “I” to a final grade.

\*The instructor may use his/her discretion in determining the completion date of coursework. The seventh week into the next semester is to be used only as a maximum amount of time allowed. The time allowed may be from one day to the end of the seventh week into the next semester.

The “I” grade will be automatically changed by the Registrar to a No Credit or failing grade when:

- A. The student has not completed the required coursework by the end of the seventh week in the next required semester of enrollment. Any request for an extension of the “I” grade beyond the seventh week of the subsequent semester must be made by the student to the division Admissions, Progression, and Graduation (APG) Committee and must be supported by the faculty member who assigned the grade.

- B. The student withdraws from Allen College or is dismissed because of academic performance or other reasons.

If the course for which an “I” grade is assigned is a prerequisite to another course, the student may not attend that course until the “Incomplete” course has been completed; thus the student’s progression may be delayed. Any student wishing to enroll in a course for which the “Incomplete” course is a prerequisite prior to completion of the “Incomplete” course must request permission from the course instructors to enroll in that course. Course instructors for future semesters have the right to deny enrollment in courses if student has an incomplete.

Students enrolling in a subsequent semester without completion of an “I” grade is doing so at their own risk. If a student does not successfully complete the course in which he/she took an incomplete grade, and that results in the course failure and dismissal from the college, the student will be dropped from all currently enrolled courses as of the date of grade entry or the due date on the incomplete contract, whichever occurs first.

2. **“In Progress” (IP)** is a grade indicating a student’s work in a course is in-progress and a final grade has yet to be assigned. “IP” is not an alternative to an incomplete grade. A faculty member may assign the grade “IP” to a student enrolled in that faculty member’s course at the time course grades are due to the Registrar only under the following circumstances:
  - A. The student is making satisfactory progress toward completion of the course; **and**
  - B. The student is enrolled in a project-related course that extends beyond the end of the semester during which the student enrolled in the course **OR**
  - C. The course assignment(s) included instructor-assigned activities or clinical hours that extended beyond the academic term during which the student enrolled in the course; **OR**
  - D. The student is enrolled in an independent study course for which a contract stipulates that the study will extend beyond the semester of enrollment.

The “IP” grade remains in effect until the required coursework is completed. Upon course completion, the “IP” grade is changed to a final grade. The grade will be automatically changed by the Registrar to No Credit or to a failing grade when:

- A. The statute of limitations for the program is reached or
- B. The student withdraws from Allen College or is dismissed because of academic performance or other reasons.

If the course for which an “IP” grade is assigned is a prerequisite that may affect academic program progression, the student must complete the course having the “IP” grade no later than the end of the subsequent semester of enrollment. Requests for extension beyond this timeframe must be submitted by the student to the appropriate APG Committee whose decision is final.

#### PROCEDURE:

1. At the time the faculty member makes the decision to assign the “Incomplete” or “In Progress” grade, the instructor and the student work together to complete the appropriate form. The form is then submitted to the appropriate School’s Dean who signs and submits to the Registrar.
2. Failure to submit the form will result in the Registrar assigning a grade of “NG” (No Grade) for the course. “NG” is reserved for use by the Registrar when course grade reports are not submitted or documentation of “Incomplete” or “In Progress” grades is not complete. The Registrar will notify the Dean of all assigned and outstanding NG grades each semester.