



# Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE

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Student Services



## Incomplete Grade Request Procedure

While college institutions have been granted the freedom to issue an "I" (Incomplete grade), as a temporary grade, this freedom is tied with responsibility on part of the student, professor, and college. Inappropriate use of Incomplete grades undermines the integrity of all parties involved. The following procedures have been designed to provide MSC the ability to demonstrate to external bodies the responsible and appropriate use of Incomplete grades. Second, this will assist in curtailing misunderstandings between the faculty member and student regarding assignments to be completed. Third, part of the college experience is to prepare students for life. This entails reflecting the expectations and demands of employers and society. To do otherwise misleads students.

**STEP ONE:** To *REQUEST* an incomplete for a course, the student must gather and arrange ALL of the following for submission.

1. The percentage of assignments that have been completed in the course. To request an incomplete the student must have made satisfactory progress (grade of "C" or better) in the majority of the work (at least 70%) in the course.
2. Statement of extenuating circumstances: Extenuating circumstances are defined as unavoidable situations or conditions beyond the student's control. Examples of extenuating circumstances may include the following:
  - a. Medical Grounds – For instance, a medical condition or hospitalization for a week or more resulting in the impairment of the student's ability to complete the course requirements;
  - b. Employment Grounds -- For example, transfer to a remote location or major change in the conditions of employment;
  - c. Military Grounds – Military service overseas or not within Alaska;
  - d. Jury duty.
3. Current course syllabus;
4. A list of assignments (e.g. tests, exams, papers, and so forth) that have not been completed;
5. Detailed specific instructions of the types of assignments (e.g. tests, exams, papers, and so forth) that must be submitted by the student;
6. Detailed specific instructions, criteria, and grading scale for EACH assignment (e.g. tests, exams, papers, and so forth) to be submitted by the student.

**STEP TWO:** Once all items in step one have been assembled and approved by the faculty member the student should request the faculty member acquire the Incomplete Grade Contract. [Before engaging in this process the faculty member should peruse the MSC Faculty Handbook for the appropriate use of Incompletes.]

**STEP THREE:** With respect to the Incomplete Grade Contract form, the instructor and the student shall complete ALL of the following:

1. The instructor must signify the scheduled date of completion of required work. This shall not exceed the last day of instruction for the next regular semester;
2. The student requesting the Incomplete must sign and date the Incomplete Grade Contract;
3. The faculty member must sign and date the Incomplete Grade Contract.

**STEP FOUR:** Prior to Submission of the request for Incomplete (along with accompanying materials) to the Assistant Director for Academic Affairs.

1. Make a copy of ALL items in Step One and Step Three;
2. Plan so that the proper items are submitted to the Assistant Director for Academic Affairs before the deadline date -- at least one week before grades are due.

**STEP FIVE:** Submit originals of ALL of the following to the Assistant Director for Academic Affairs

1. All items specified in Step One;
2. A completed Incomplete Grade Contract (see Step Three).

### FOLLOW-UP STUDENT RESPONSIBILITIES

1. The students must continue to attend class and is responsible for all materials until written approval is issued;
2. Submission of Incomplete Grade Contract and supporting materials does NOT approve the Incomplete. Within 5 working days after submission contact the Assistant Director for Academic Affairs for status of the Incomplete request;
3. For approval, the Assistant Director for Academic Affairs must sign and date the Incomplete Grade Contract, as well as submit the Incomplete Grade Contract to Student Services.