

Attachment 3
Proposed New Language for KSU Incomplete Policy
As suggested by CAPP February 14, 2018
With Revisions by Task Force on April 13, 2018
Approved by FS Academic Affairs on April 17, 2018

Current Handbook Language:

F83 The instructor will make an appropriate report on any student who does not complete a course in accordance with these definitions:

- If a drop in a full-semester course occurs in the first 36 calendar days, no grade is reported. The deadline for other courses will be pro-rated based on the course length.
- If a student drops a full-semester course after the first 36 calendar days, but before the start of the eleventh week, a withdrawn (W) is reported. The deadline for other courses will be pro-rated based on course length. See Registrar's website for details, http://www.k-state.edu/registrar/a_r/.
- After the tenth week of classes, a course may not be dropped.
- ~~The grade of incomplete may be given, at the discretion of the faculty, upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work and must make up the incomplete during the first semester is enrolled at the university after receiving the grade, except for theses, dissertations, and directed research courses. If the student does not make up the incomplete during the first semester of enrollment at the university after receiving it, a grade may be given by the faculty member without further consultation with the student. If after the end of the first semester the incomplete remains on the record, it will be redesignated as F for record keeping and will be computed in the student's GPA, weighted at 0 points per credit.~~

Proposed Handbook Language:

F83 The instructor will make an appropriate report on any student who does not complete a course in accordance with these definitions:

- If a drop in a full-semester course occurs in the first 36 calendar days, no grade is reported. The deadline for other courses will be pro-rated based on the course length.
- If a student drops a full-semester course after the first 36 calendar days, but before the start of the eleventh week, a withdrawn (W) is reported. The deadline for other courses will be pro-rated based on course length. See Registrar's website for details, http://www.k-state.edu/registrar/a_r/.
- After the tenth week of classes, a course may not be dropped.
- The grade of incomplete is a temporary grade given at the discretion of the faculty upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements. The grade of incomplete is not to be used to avoid assigning a poor grade that results from unsatisfactory academic work.

In most instances, the requirements for completion of a course are detailed in the original course syllabus. It is in the student's best interest to confirm in writing with the faculty member the remaining requirements to be completed in order to replace the grade of incomplete. If the faculty member requires anything other than the syllabus requirements or chooses to have a time frame for completion other than the end of the next regular term, the faculty member must provide written notification to the student. A sample notification form is available on the Registrar's website. Typically, requiring student participation in the entire course in a subsequent semester without enrolling is not an appropriate means to satisfy requirements for the incomplete.

Incompletes are expected to be finished by the conclusion of the next regular academic term (fall or spring), or the student's graduation term – whichever is earlier. Any incomplete remaining after the next regular term is reassigned to an F (regardless of student's enrollment status) and will be computed in the student's GPA, weighted at 0 points per credit. In extreme cases, a student may be granted an extension of an incomplete beyond the next regular term. To request such an extension, the student must complete with appropriate signatures the Incomplete Extension Request Form, and submit the form to the academic dean of the student's college. The incomplete extension form can be found on the Registrar's website.

Undergraduate research courses, internship courses, theses, dissertations, directed research courses, and other courses with the "IH" grading option are exempt from the one regular term limit for completion.

A student with incompletes will only be cleared for graduation if receiving Fs in every incomplete class earned Fall 2018 or later will satisfy the requirements for graduation. Upon approval for graduation, all grades of incomplete earned Fall 2018 or later remaining on the record will be changed to grades of F.

For Registrar's Website:

Incomplete Extension Request Form

Student Name: _____ WID Number: _____

Received an incomplete in

Course Number _____ Credits _____ Class Number (5-digit) _____

Course Name _____ Term _____

I am requesting an incomplete extension until the end of the _____ term 20____.

Reason for requesting this extension:

(Attach additional pages and/or documentation if necessary)

Student's signature

Signature of the instructor who
granted the incomplete

Student's advisor's signature

Signature of student's academic dean

Incomplete (I) Agreement

Please refer to the University Handbook, [Section F83](#) for the Policy on Incompletes.

Student Name _____ **Emplid or WID** _____

Course Number _____ **Credits** _____ **Class Number** (5-digit) _____

Course Name _____ **Term** _____

Reason for Incomplete:

Specific requirements for resolving the incomplete grade. *Details of remaining requirements to be completed, including the maximum points possible for said assignment(s)/examination(s).*

Required Resolution Date _____

Date by which the incomplete must be resolved -- not to exceed the student's graduation term.

Current points accumulated by the student _____ / _____ **maximum points possible in course**

Current grade _____

I acknowledge that I have read and understand the Incomplete Policy in the University Handbook, [Section F83](#).

Student signature*

Date

Instructor's signature

Date

**If unavailable, copy of communication by email or postal mail must be submitted with contract.*

Instructor keeps original contract and provides copies to the student and the instructor's departmental office.

At the time missing work has been submitted and graded, the course instructor will complete the grade change process.