University Policy 3.04.08	Incomplete Grades

Revised Policy Approval Date: June 24, 2024
Revised Policy Effective Date: July 1, 2024
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POLICY STATEMENT

In the event that a student is unable to complete the course requirements by the published course end date due to unavoidable and unforeseen circumstances, the student may request an Incomplete ("I") grade from the faculty. The faculty may choose to grant a grade of "I" only if the student's remaining coursework consists of qualifying assignments (GuidedPath) or assessments (FlexPath). A grade of "I" is not awarded quality points and is not included in a student's grade point average (GPA). Incompletes are included as attempted credits but not as earned credits.

When a student completes the final paper or project prior to the stated deadline, the "I" grade will be changed to the appropriate grade ("A," "B," etc., or "S") and will earn the corresponding quality points in the GuidedPath format; in the FlexPath format, the student will receive the appropriate competency evaluation level. If the course work is not completed by the stated deadline, the student will be awarded a final Failing ("F") or Not Satisfactory ("NS") grade in the GuidedPath format or a "Non-Performance" evaluation in the FlexPath format.

RATIONALE

Capella University recognizes that there are sometimes unavoidable and unforeseen circumstances that may warrant additional time to complete course requirements. Clearly defined procedures and practices will help students successfully complete their courses.

DEFINITIONS

Assignments
Assignments in the GuidedPath format include but are not limited to papers, quizzes, tests, and projects. Assignments do not include discussion board responses or other work products that may not be completed independently.

Assessments
Assessments are work products that a student in the FlexPath format creates to demonstrate competency in a targeted area(s). To be considered for an "I" grade, a student must have only summative assessments remaining.

Attempted Credits
Attempted credits include graded credits ("A," "B," "C," "D," "F," "S," and "NS"), withdrawn ("W") credits, and incomplete ("I") credits.

Earned Credits
Earned credits are credits for which the student has received a grade and did not fail the course
("A," "B," "C," "D," or "S" grades).

Quality Points
Quality points is the figure obtained by multiplying a course's credit total by the numerical value
of the letter grade assigned. The numerical values of grades are:
A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

PROCEDURES
I.   Incomplete ("I") Grade Request Process for Students in Programs in the GuidedPath Format
     A. Eligibility and Engagement
         1. To be eligible for an "I" grade, a student must have submitted one or more
            assignments in the course.
         2. In considering whether to approve a request for an "I" grade, faculty will evaluate,
            among other things, whether the student has been engaging in the course and could
            otherwise be passing.
         3. Approval of the request for an "I" grade does not preclude the requirement for regular
            engagement for the remainder of the course.
     B. Incomplete Grade Request
         To request an Incomplete ("I") grade, the student must complete and submit an
         Incomplete Grade Request form no later than the last day of the course. The Incomplete
         Grade Request form is located on Campus and once submitted will automatically notify
         the faculty of the student's request.
         1. The faculty will accept, reject, or revise the terms of the request and establish the
            deadline for submission of remaining work through email.
         2. If the request is accepted, the faculty will assign the student a grade of "I" at the end
            of the course.
     C. Deadlines
         1. If the "I" grade request is not received by the last day of the course, the student will
            be graded on the work that they submitted through the last day of the course.
         2. The deadline for completing any remaining coursework is determined by the faculty
            but is not to exceed the last regular course day of the subsequent term, prior to the
            opening of the grading window.
         3. No extensions will be granted for completing any remaining coursework after the end
            of the following academic quarter.
         4. Students who have applied to graduate and are awaiting the resolution of an
            incomplete grade are conferred as of the month in which the requirements are evident
            as being met according to the student's transcript. This would be the last day of the
            month in which the final passing grade is recorded, as described in university policy
            3.01.09 Degree and Certificate Conferral.

II. Completion of Work
When the remaining course work is completed by the deadline established by the faculty, the faculty will submit the student's final grade for the course.

III. Failure to Complete Work
   A. If the remaining course work is not completed and submitted by the established deadline, the faculty may issue a grade for the work the student submitted up until the deadline.
   B. If the faculty does not issue a grade, the Incomplete ("I") grade will be converted to either a Failing ("F") or Not Satisfactory ("NS") grade, depending on the student's grading option after the end of the following academic quarter.

IV. FlexPath Students
   A. FlexPath students must contact their academic coach to discuss options before completing the appropriate request form when they expect that a course may not be completed in the allotted time frame.
   B. Eligibility for an Incomplete ("I") Grade
   In FlexPath, only the designated first course is eligible for an Incomplete ("I") grade. If a student meets the following eligibility criteria, their request will be sent to faculty for review.
      1. Students must have submitted their first attempt for at least one assessment.
      2. Students who have already met the minimum performance requirements to successfully complete their course are not eligible for an "I" grade.

POLICY OWNERS
Academic Owner: Deans
Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS
University policy 2.02.02 Course Registration
University policy 3.01.09 Degree and Certificate Conferral
University policy 3.04.07 Grading
University policy 3.04.09 Appealing a Grade
University policy 4.03.01 Tuition and Fees

REVISION HISTORY
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