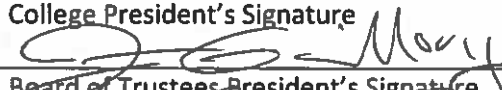
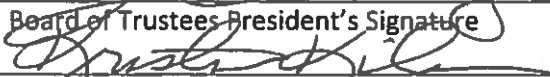
	Title: Incomplete Agreement Policy	Policy # POL-312 Revision # 0.0
Prepared By: Academic Standards Committee	Preparer's Name/Title Patricia Cueva, Registrar	Date Prepared: 11/6/2014
Approved By:	College President's Signature 	Date Approved: 06/10/2015
Effective Date: mm/dd/yyyy	Board of Trustees President's Signature 	Date Approved: 06/10/2015

312.1 POLICY STATEMENT

If a student has been making consistent progress and has regular attendance, but some essential requirement of the course has not been completed because of unforeseen circumstances the student has the option to request to enter into an incomplete agreement. The deadline to request an incomplete agreement is the last day of the quarter.

It is the Instructor's discretion whether to accept the student's request.

When the instructor submits an incomplete agreement for a student, included should be:

- the grade earned by the student on the date that the incomplete agreement is submitted,
- a detailed list of remaining work to be completed, and
- a deadline for the completion of that work. (The deadline is not to extend longer than two consecutive quarters).

312.2 PURPOSE

The purpose of revising the current policy is to align better with our Grade Change Policy and make the process more efficient for both students and faculty.

312.3 SCOPE

This policy will affect all students enrolled at Northwest Indian College as well as the faculty grading procedure. The policy establishes the responsibilities and regulations regarding any grade changes that occur.

This policy will also affect the Grade Change Policy.

312.4 BACKGROUND

In researching our own practices and other similar institutions, it was discovered that the Incomplete Agreement Policy and Procedure was not being utilized in the way it was intended. Faculty preferred grade changes over submitting incomplete grades. The Academic Standards Committee reviewed this information

and decided to adapt and modify the current policies that exist to fit our institution but also be reflective of the current standard practice of other colleges and universities.

In Fall 2013, there were a total of 8 Incomplete agreements submitted by faculty. There were 149 Grade changes made in the same quarter that occurred after the deadline to submit grades.

312.5 RESPONSIBILITY

The Registrar has the responsibility to ensure this policy is followed. However, students and faculty are also responsible in understanding and adhering to the guidelines of this policy.

312.7 PROCEDURE

When the instructor submits an incomplete agreement for a student, included should be the grade earned by the student on the date that the incomplete agreement is submitted, a detailed list of remaining work to be completed, and a deadline for the completion of that work.

The faculty member should also indicate how and when the student requested the incomplete agreement. For example: "face-to-face communication, 12-2-15."

The grade will be recorded as IB, IC, ID or IF on the student's transcript until the Incomplete Agreement is fulfilled and the faculty submits the grade change. If the student does not complete the agreement, the original incomplete grade will become a part of the student's permanent record.

Once the student completes the assignments as indicated on the agreement, the Instructor of record must submit a grade change for the course following the grade change procedure. The grade will then be reflected on the student's transcript with the "I" grade removed.

The deadline for the instructor to submit an incomplete agreement is the day that grades are due for that quarter.

312.8 RELATED INFORMATION

Grade Change Policy