



## **ALVERNO COLLEGE POLICY FOR ASSIGNING INCOMPLETE (I) PROGRESS CODES**

***Approved by Educational Policies Committee 09/28/2022***

An Incomplete (I) progress code may be assigned when a student has successfully demonstrated satisfactory progress toward meeting the outcomes of a course but, due to extenuating circumstances, is unable to complete the remaining course work within the regular duration of the class. The assignment of an Incomplete (I) progress code for a course requires mutual agreement between the instructor of record for a course and the student. The instructor of record is not required to provide an Incomplete (I) option for a student, though is encouraged to consider all relevant circumstances impacting a student's ability to complete the required work of a course successfully to meet outcomes and whether a limited extension to complete that work is warranted. Unless the student is working with Accessibility Services and an accommodation is necessary, it is the sole discretion of the faculty of record for a course to assign, or not to assign, an Incomplete (I) progress code.

It is the responsibility of the student to make appropriate arrangements to fulfill all course requirements in accordance to their agreement with the instructor of record for the course using the registrar's Permit for Incomplete Progress Code. Failure to make such arrangements or complete the required work within the agreed upon timeframe will result in a student receiving an Unsatisfactory (U) progress code for the course. For unique cases like student teaching, music therapy capstone internships, and some summer internships Academic Affairs and the Registrar have approved individual incompletes without permits. Instructors who teach these courses should clarify the policy with their Academic Dean.

An Incomplete (I) in a prerequisite course must be satisfactorily removed and reported to the Registrar's Office before beginning the subsequent course(s). Students seeking a waiver for prerequisite must complete a General Permit Form through the Office of the Registrar.

An Incomplete (I) in a course provides an opportunity for a student to complete their required course work outside the constraints of a regular semester or course session. The length of time provided to complete necessary course work is determined by the faculty of record and student at the time of formally assigning an Incomplete (I). While the faculty member retains discretion to extend the agreed upon time, all Incompletes (I) should be completed no less than two (2) weeks prior to the start of the subsequent term in which the student is enrolled. In those instances, in which the time between terms does not allow for an extension of work to be completed two (2) weeks prior to the start of the subsequent term, the Incomplete (I) must be completed before the date of official census of the next term in which the student is enrolled.

An Incomplete (I) may impact a student's ability to receive financial aid and/or demonstrate that a student is making satisfactory academic progress (SAP) for financial aid. The student will be notified through the Registrar's Permit for Incomplete Progress code process of the potential implications and how to contact Financial Aid for specific information on their aid. It is the responsibility of the student to understand their financial aid situation when agreeing to the Incomplete.