



Policy and Procedure

SON OP 30.105 - Grade Policy

PURPOSE The purpose of the School of Nursing Incomplete Grade Operating Policy and Procedure is to ensure that faculty communicate to students what assignments are needed to complete course requirements and be awarded a grade and the period of time students have to complete the course requirements before the grade is converted to an "F."

REVIEW The OP will be reviewed biennially even numbered years by the Associate Dean with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. The grade of "I (Incomplete) is given only when a student's work is satisfactory in quality but, due to reasons beyond his/her control, the course requirements have not been completed.
2. The faculty assigning the of "I" stipulates in writing using the Grade of Incomplete Form (http://www.ttuhschool.edu/registrar/documents/grade.incomplete.form_web.pdf) to be found on the SON Faculty website under Resources the conditions under which the "I" will be changed to a letter grade and negotiates the period of time the student has to complete the work not to exceed one year.
3. The student has up to one year after the term in which the "I" is awarded unless a shorter term is negotiated with the faculty.
4. The appropriate programmatic council will review during semester progressions meetings and notify the student by letter of the status of the incomplete course.
5. If the work is not completed within the one year period or a shorter period if negotiated the "I" will be replace with an "F".
6. The "I" may be replaced by an "R" if the course is repeated. The appropriate grade is given for the second registration. The Health Sciences Center Registrar sends a list of incomplete grades recorded for the previous semester to the School's Office of Student Affairs.