Appendix D

Illinois Incomplete Policies – Spring 2020

College of Agricultural, Consumer and Environmental Sciences:
- Student completes a web form for each course for which they wish an incomplete, which is then routed to each instructor for feedback; they can also request that it be routed to their advisor (optional)
- Final decision made by Assistant Dean, who explains denials and may suggest other actions such as late drops

College of Applied Health Sciences
- Student completes top part of “Request for ‘I’ Grade form, specifying course information, explaining their reasons for making said request, and indicating if they plan to request incompletes for more than one course
- They give/send said form to their instructor who completes the middle portion indicating:
  - Appropriateness of incomplete given the amount of work remaining
  - Their ability to submit a final grade once the work has been submitted
  - Their evaluation of the student’s participation to this point in the course
  - The date by which all remaining work is to be submitted
- Final decision made by Assistant Dean

College of Education
- Student contacts the instructor to request an incomplete
- If the instructor agrees, the student completes an online incomplete contract, which also requires the instructor’s signature
- Ultimate approval comes from the Assistant Dean

College of Fine and Applied Arts
- Student completes top part of “Request for ‘I’ Grade form, specifying course information, explaining their reasons for making said request, and indicating if they plan to request incompletes for more than one course
- They give/send said form to their instructor who completes the middle portion indicating:
  - Appropriateness of incomplete given the amount of work remaining
  - Their ability to submit a final grade once the work has been submitted
  - Their evaluation of the student’s participation to this point in the course
  - The date by which all remaining work is to be submitted
- Final decision made by Assistant Dean

College of Liberal Arts and Sciences
- Incompletes can be requested by the student, instructor, or LAS Student Academic Affairs Office, the latter typically acting at the request of the Office of the Dean of Students or another authorized Campus Office
- Once initiated, the instructor is sent an electronic survey asking for:
  - an estimate of the current grade
  - percentages of work completed and remaining
  - an indication of instructor support
such requests are only approved with instructor support although we will occasionally work with the instructor if there is evidence he or she mostly needs more information

- Final decision made by dean/advisor who initiated the questionnaire

### College of Media

- Students request an incomplete by contacting the Senior Assistant Dean who sends a form to the instructors asking them to evaluate:
  - Student’s participation to this point in the course
  - Likelihood of student passing the course if they are allowed to complete the remaining work
  - Appropriateness of Incomplete given the amount of work left
  - Their ability to submit a final grade by the midpoint of the following semester
- Final decision is made by Assistant Dean

### Division of General Studies

- Incompletes available to students who missed a final exam or project due to extraordinary circumstances at the end of the term
- Students who have missed a significant amount of work are required to submit a late drop petition instead
- Students seeking incompletes are required to meet with the Director, who generally contacts instructors to determine the amount of work remaining
- Final decision made by the Director

### Gies College of Business

- Students can request an incomplete or late drop via the same web tool form
- Students are asked to upload documentation of extenuating circumstances
- Assistant Dean reviews all such requests before grade roll and consults instructors to determine their level of support and determine if an unofficial extension is more appropriate
- Will on very rare occasions award incompletes without faculty support but the latter is definitely the preferred norm

### Grainger College of Engineering

- Available only in cases of extenuating circumstances
- Students start the process by discussing the option with their instructor
- Once the instructor agrees, student meets with a dean/advisor in 206 Engineering Hall; such students are encouraged to bring an instructor approved completion plan/schedule