

Student Policy – Incomplete Course

Policy:

Bismarck State College shall establish appropriate rules and regulations for the issuance of an incomplete (I). Students are expected to complete a course during the semester in which the course was taken. However, a student with an extenuating circumstance beyond their control may be unable to complete the coursework and as such, may have the opportunity to request an incomplete for the course under specific terms and conditions. The assignment of an incomplete is a limited privilege. The decision to honor a student request is at the discretion of the course instructor.

Limits and Regulations:

1. An incomplete is not a grade, but rather is a placeholder assigned by the instructor to a student who has extenuating circumstances beyond their control which prevented completion of the work within the normally scheduled time frame.
2. A request for an incomplete must be initiated by the student through correspondence with the course instructor. The student and instructor must enter a mutually agreed upon plan of work, and timeline by which the work will be completed.
3. The instructor retains the right to make the final decision on granting a student's request for an incomplete providing the student meets all the following:
 - a. Has extenuating circumstances beyond the control of the student which prevented them from completing the assigned requirements for the course.
 - b. Provides documentation supporting the extenuating circumstance for which warrants an incomplete, if requested by Instructor.
 - c. Has completed a substantial portion of the coursework with a passing grade.
 - d. Can complete the unfinished coursework within the mutually agreed upon time.
4. Instructors may specify completion deadlines for the unfinished work that are earlier than the standard deadlines.
5. Standard incomplete deadlines are as follows:

- a. Unfinished work submitted by student to the instructor no later than 4:00 pm Friday of mid-term week of the next regular semester (excluding summer). Refer to academic calendar for mid-term deadline.
 - b. Final grade change submitted by Instructor, no later than 5 business days after the student deadline.
6. If an extenuating circumstance has made a student unable to request an incomplete, a final grade will be recorded on the CampusConnection grade roster. The course instructor may change a final grade due to extenuating circumstances as identified in Student-Policy – Final Grade Change.
7. An incomplete (I) will remain on the student’s transcript until a final grade has been recorded.
8. The incomplete (I) will convert to a final grade failing (F) or unsatisfactory (U), if student does not meet the agreed upon plan of work and timeline, or if an extension has not been approved and submitted by the instructor.
9. Students that accept an incomplete in a course that is a prerequisite for another course could be prevented from starting that course due to the incomplete. The student may be administratively dropped by the instructor for the course that requires prerequisites.
10. An extension may be granted to a student at the instructor’s discretion if:
 - a. The student’s request is made before the incomplete deadline
 - b. The student continues to be unable to complete all course requirements before the initial incomplete deadline due to continued extenuating circumstances
 - c. The extension does not exceed a second incomplete conversion/deadline cycle.
11. Students are unable to graduate with an incomplete on their BSC academic record. Incomplete requirements for the degree that are not completed within 30 days of the end of the semester of graduation will delay the awarding of the degree until the following semester.
12. Students who were issued incompletes that later converted to failing (F) or unsatisfactory (U) may appeal disputed grades in accordance with BSC Student Policy – Student Grievance and Appeal.
13. If the change of a final grade impacts academic standing and/or academic honors, the update will be reflected on the student’s transcript.

History of This Policy:

First policy draft November 21, 1983.

Revisions - January 7, 1989; November 20, 1989; December 11, 1989; July 18, 1990; September 1, 1992; June 6, 1998; April 19, 2004; May 21, 2008; two sections were deleted from this policy and made into two separate policies (Grades and Honor Points and GPA) on November 13, 2012; approved by the Faculty Senate on March 24, 2013, reviewed by the Operations Council on April 10, 2013 and approved by the Executive Council on May 10, 2013 (effective Fall 2013) September 9, 2016; requested changes on February 6, 2018 by the Grade Appeals Committee, approved by the Faculty Senate on April 5, 2018, reviewed by the Operations Council on May 9, 2018 and approved by the Executive Council on May 9, 2018; reviewed by Campus Council on June 9, 2021 and approved by the Executive Council on July 1, 2021.

BSC Procedure – Incomplete Course

Procedure to request an Incomplete:

1. Student requests an incomplete from the instructor based on extenuating circumstances.
 - a. The instructor has discretion to request the appropriate documentation.

Reason	Documentation that may be requested by instructor
Medical	Letter from the Medical Physician on official letterhead listing specific dates and ability/inability to complete and/or attend class(es).
Military	Orders listing dates of activation
Death of Immediate Family	Funeral Service Bulletin showing relationship to deceased. Immediate family members include spouse/partner, children, step-children, foster-children, parent(s), step-parent(s), foster parent(s), sibling(s), , grandparent(s), grandchildren, and in-law(s).
Natural Disaster (personal)	Official newspaper article from area in residence.
Natural Disaster (work related)	Letter on official letterhead from employee’s supervisor or employer’s human resource department.

2. Upon instructor approval:
 - a. The instructor will initiate the [Incomplete Course Form](#), including the mutually agreed upon plan of work, timeline, and provide signature.
 - b. Student will accept the incomplete placeholder, plan of work, timeline and provide signature.

In absence of student’s signature, an acceptance of the incomplete from the student’s BSC email account may suffice.
3. The instructor and student should retain copies of this form for their records.

4. The instructor submits the form to Academic Records Office no later than Wednesday prior to the last day of the course.
 - a. If an extenuating circumstance occurs after the deadline, the instructor must notify the Academic Records Office, complete, and submit the form as soon as possible.
5. The incomplete (I) is administratively entered in CampusConnection by the Academic Records Office onto the student's academic record in lieu of a grade.
6. Academic Records will notify the instructor once the (I) Incomplete has been entered. The instructor should finalize the grade roster, by approving and saving the roster in CampusConnection.

Procedure to update Incomplete to Final Grade

1. Student completes the unfinished coursework that was agreed upon by the deadline.
2. The instructor completes the [Final Grade Change electronic](#) form and submits to Academic Records Office no later than five business days after the student deadline. If no final grade change form is submitted to the Academic Records Office by the deadline on the academic calendar, the incomplete will convert to a failing (F)/unsatisfactory (U) grade.
3. Academic Records Office will enter the final grade in CampusConnection and review student's academic standing and/or academic honors to make updates as necessary.
4. If a student wishes to appeal a grade provided by the instructor, they should request a Grade Appeal.

Procedure to request an Incomplete Extension:

1. An extension may be granted to a student at the instructor's discretion if:
 - a. The student's request is made before the incomplete deadline
 - b. The student continues to be unable to complete all course requirements before the initial incomplete deadline due to continuing extenuating circumstances
 - c. The extension does not exceed a second incomplete conversion/deadline cycle.
2. Student requests an incomplete extension from the instructor.
3. Upon instructor's approval, instructor will complete the extension section on the Incomplete Course Form that was retained for their record , and obtain signatures from

the student, Department Chair and appropriate Academic Dean.

- a. The instructor has discretion to request the appropriate documentation as listed in the procedure to request an incomplete.
4. The instructor and student should retain a copy of the completed extension section for their records.
 5. Instructor submits the form with the extensions section completed to the Academic Records Office before the incomplete deadline.
 - a. If no final grade change form is submitted to the Academic Records Office by the deadline, the incomplete will convert to a failing (F)/unsatisfactory (U) grade.
 6. The course will remain as an incomplete until a Final Grade Change is submitted to the Academic Records Office by the instructor or the extension deadline passes.

Reference:

- BSC CORE Portal > Departments > Academic Affairs > Faculty Resources > [Grading/Incompletes/Grade Changes](#)
- BSC Policy: Student Policy – Incomplete Course