e-Learning- Issuing Incomplete Grades

Incompletes should <u>only</u> be granted when *requested* by the student and there <u>are</u> extenuating circumstances and the student is in *good standing* in the course.

Please note, there is no paperwork the student must file, they should make the written request through Canvas Inbox prior to the end of the course. No Incompletes can be issued retroactively after grades are submitted.

The procedures for issuing an incomplete can be found on page 13 of the e-Learning Instructor FAQ Guide.

Instructor Steps:
1. Instructors will enter an Incomplete (I) as the student's final grade following the Registrar Grading Memo.
2. Instructors will extend the availability and due dates of assignments in Canvas and Third-Party Integrations if required.
3. Instructors will communicate deadlines and expectations with the student.
4. Instructors will submit a Change of Grade Form after the missing work has been completed. If the student doesn't complete anything, and their class average is already an F, instructors do not need to submit a form. This is because, after 30 days the "I" will automatically become an "F" unless the instructor updates it. For students who would otherwise have a passing average, though, a Change of Grade Form must be submitted to elearningadmin@ocean.edu.

   ==Change of grade forms <u>must</u> be signed with your adobe digital signature. Electronically drawn, unsigned, or word documents will not be accepted.==

How do I issue an Incomplete grade?

Requests for an Incomplete grade should come from the student before the end of the term. Typically, Incompletes are granted to students in extenuating circumstances who have completed the majority of the work in the course. They are not meant for students who have not competed any work for weeks or months on end. Use your best discretion. Whether to honor a student's request for an "Incomplete" grade is at the discretion of the instructor; however, instructors are required to follow OCC's policy on Incomplete grades, Policy #5154.

After you submit an "I" grade as part of your final grade submissions, the student will *automatically* gain access to the course the next day. At 3 a.m. each day, the system checks for Incomplete grades and will provide students with extended course access. Students have 30 days beyond the end of the term to finish work with an Incomplete grade.

Instructors must set new availability dates for assignments, applying them only to the individual student. For help with this process, instructors should refer to the Center for Instructional Empowerment (CIE), where directions are available. Instructors should set new due-dates for the student as well and work out a schedule with the student for completion of all course items. Students should not be completing discussions after they've ended.

Change of Grade Form: Download this PDF and submit to elearningadmin@ocean.edu if a Change of Grade becomes necessary.