

MSW POLICY CHANGE RECOMMENDATION

Current Policy

Grades of Incomplete

Instructors follow closely the Indiana University School of Social Work's policy regarding the assignment of grades of Incomplete (I). An Incomplete may be assigned by an instructor only when exceptional circumstances such as an illness, injury, or a family emergency prevents a student from finishing all the work required for the course. **The grade of Incomplete may be considered only when more than half of the course work has already been completed and is of satisfactory quality.**

Whenever an Incomplete grade is assigned, the instructor should complete a "Record of Incomplete and Contract for Completion of Course Requirements" form in order to ensure that a sound educational plan and time frame for completion of course requirements have been established. The student must read and sign the form for it to be valid. Failure to fulfill the terms of this contract within the stipulated time frame may result in a failing grade. For removal of Incompletes, students are subject to the IUSSW policy, which has precedence over the University policy. Students in the School of Social Work are expected to complete outstanding course work expeditiously, since many courses serve as prerequisites for others. **All foundation courses must be completed before a student can take any intermediate courses. All intermediate courses must be completed before concentration year courses are taken.** Additionally, a student can carry no more than two incompletes at any given time.

Recommended Revision

Grades of Incomplete

A grade of Incomplete (I) may be assigned by an instructor only when exceptional circumstances such as an illness, injury, or a family emergency prevents a student from finishing all the work required for the course. The grade of Incomplete may be considered only when a substantial portion of the course work has already been completed, the coursework is of satisfactory quality, and no more than one major exam or assignment is outstanding. The student who does not meet these requirements should meet with her/his advisor to withdraw from the course(s) in question. The student should refer to the Registrar's Office on her/his respective campus regarding the policies and deadline for automatic withdrawal for the semester in question.

The student is responsible for initiating the request for a grade of Incomplete. If the instructor agrees, the instructor and student complete and sign a *Record of Incomplete and Contract for Completion of Course Requirements* form to ensure that a sound educational plan and time frame for completion of course requirements have been established. Failure to fulfill the terms of this contract within the stipulated time frame may result in a failing grade. For removal of a grade of Incomplete, the student is subject to the IUSSW policy, which has precedence over the University policy. The student in the School of Social Work is expected to complete outstanding course work expeditiously, since many courses serve as prerequisites for others. Additionally, the following apply:

- Students must satisfactorily complete all foundation courses or have an approved contract for removing grades of Incomplete before taking any intermediate courses.
- Students must satisfactorily complete all intermediate courses before entering the concentration year.
- Generally, students may carry no more than one grade of Incomplete at any given time. However, in cases of severe crisis, a student may work with her/his advisor to request grades of Incomplete in multiple courses.