

Spring 2020 Incomplete Grades Extension Option

Change short description: Valparaiso University will allow students to petition to extend, by one semester, the deadline for completing the coursework for:

1. Currently outstanding Incompletes: a student may petition for a one-semester extension on the completion of coursework for Incompletes recorded in Fall of 2019. If granted, the extended completion deadline for Incompletes recorded in Fall 2019 will be December 11, 2020, or
2. Incompletes recorded in Spring or Summer of 2020: a student may petition for a one-semester extension on the completion of coursework for Incompletes recorded in Spring and Summer of 2020. If granted, the extended completion deadline for Incompletes recorded in either Spring or Summer 2020 will be May 7, 2021.

This temporary extension entails no other changes to the Valparaiso University Academic Policy on Incomplete Grades (see below for the full details of the current policy).

Students must submit this petition by May 4, 2020 at 11:59pm so as to allow the Registrar's Office time to update the students' records

Rationale for changes: It is in the best interests of the students and Valparaiso University to be as understanding of individual students' radically altered circumstances as a result of the pandemic.

Current Incomplete Policy: As a reminder, the Incomplete policy, as found in the Valparaiso University 2020-21 General Catalog, page 420, says:

The grade I (incomplete) may, at the discretion of the instructor, be given to a student under the following conditions:

1. The work completed in the course so far is passing.
2. The student has been unable to complete the remaining work in the course because of circumstances beyond his or her control.

An I (incomplete) grade received in one semester or summer session must be removed by the last date of the term of the next succeeding semester, or it automatically becomes a grade of F. The student's deadline for submitting the outstanding work to the instructor shall be one week before that date. No Semester Honors will be given if the student received a grade of Incomplete at the official end of the semester concerned. Students who are not registered in the next term (Fall or Spring) who are finalizing work from an Incomplete grade will need to complete a Campus Affiliation request.

Procedure: The above current policy holds with the following changes:

- Undergraduate students may use the [CAPS: Registration Change After the Deadline](#) form to petition for a one-semester extension to complete the coursework for an Incomplete for Incompletes ongoing in the Spring 2020 semester or new Incompletes from Spring or Summer 2020.
 - Students should talk to advisors and be informed that the completion rate for Incompletes has historically gone down when the deadline for Incompletes is extended. Please discuss your decision to petition for a one-semester extension with the faculty member and your advisor. Students *cannot* graduate with an outstanding Incomplete on their transcript.
 - Students must submit this petition by May 4, 2020 at 11:59pm so as to allow the Registrar's Office time to update the students' records.
- Graduate students may petition for a one semester extension of an Incomplete grade by contacting Jessica Segally in the Graduate School (Jessica.Segally@valpo.edu).
 - Students should discuss this option with the instructor prior to submitting the email, and show evidence that the instructor supports the request.
 - Students must submit this petition by May 4, 2020 at 11:59pm so as to allow the Registrar's Office time to update the students' records.