CT State Community College
Electronic Incomplete Request Form Training
April 25, 2024

Per the CT State Catalog:

An Incomplete is used as a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

Any faculty member that assigns an Incomplete shall document such an activity, and inform the student, the campus Dean of Faculty or campus dean responsible for faculty affairs, and other appropriate parties, as needed, using a common email sent via the Hyland OnBase System. Supporting documentation, agreed upon by both the faculty and student, must include:
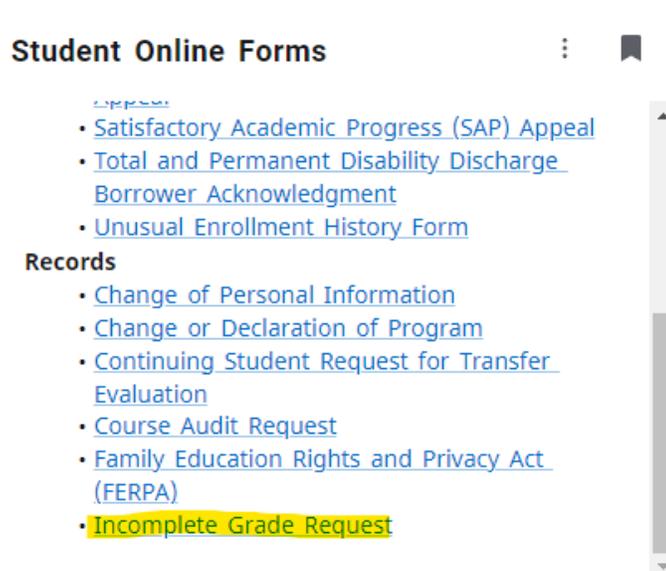
- A brief description of the requirements to be completed;
- The date by which the coursework must be submitted to the faculty member;
- A statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Director of Registration and Academic History or their designee shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork. Specially accredited programs may have specific progression criteria where a student cannot progress in their program with an Incomplete on their transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

1. Student accesses the Incomplete Grade Request Form via MyCTState Student Online Forms Card.

2. Student enters their Student ID and <u>Home Campus.</u> Once home campus is selected, the "course details" section appears.

3. Student enters the required fields in the "Course Details" section, and clicks submit. If course detail fields are not completed, the student receives a message and is not allowed to submit the form. Students will be instructed to check the accuracy of faculty email address.

4. The instructor named by the student will receive an email requesting that they review the form. The email subject line will read "Review Required: Incomplete Grade Form <Student Name>.
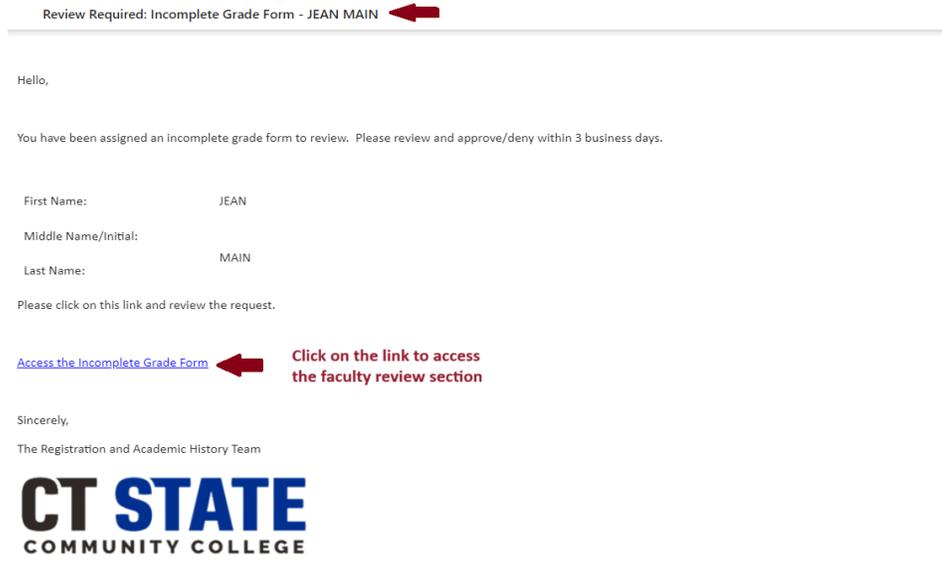
5. Click on the "Access the Incomplete Grade Form" link in the email.   Review the information provided by the student. Enter the default grade (capital letters suggested) and last date of attendance. Itemize assignments that the student is required to complete (numbered list referencing the syllabus is suggested) and sign. Approve or deny the request and enter the name & email of the campus Dean of Faculty or Dean of Students and Faculty (spelling matters). Click Submit.

IMPORTANT – after clicking submit, close the form's browser so the next approver/user can open it.

6. Dean of Faculty or Dean of Students and Faculty will receive and email requesting that they review the information completed by the student and instructor. The subject line will read "Review Required: Incomplete Grade Form <Student Name>".
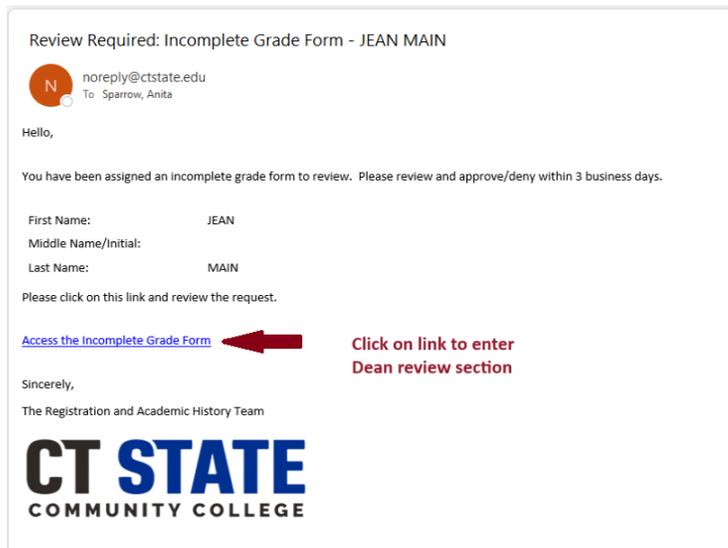
7. Click on the "Access the Incomplete Grade Form" link. Review the information provided by the student & instructor. Approve or deny the request, enter your electronic signature, and click submit.

Faculty Approval

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the grade on the student's transcript will convert to the default grade indicated below.

Default Grade*

Last Date of Participation*
01/04/2024

Requirements
To complete the course requirements, the student must complete the following*

1. Paper Due 4/1/24.
2. Final Exam

This information will appear in the correspondence to students

Faculty Electronic Signature*
Faculty López-Castro

Date
04/05/2024

Approved?*
● Yes ○ No

Notes

Assign to Dean of Faculty or Dean of Students & Faculty*
Dean Sparrow

Dean of Faculty or Dean of Students & Faculty Email Address(i.e. user@email.com)*
ASPARROW@MCC.COMMNET.EDU

Campus Dean of Faculty or Dean of Students & Faculty Approval

Campus Dean of Faculty or Dean of Students & Faculty Electronic Signature*

Date

Approved?*
○ Yes ○ No

Submit

...nit" so that the

8. The form is routed to a work queue for the Registration and Academic History (R & AH) team and they enter the Incomplete grade into Banner. Communication is automatically sent out by the Hyland OnBase system after the R & AH team completes their work.

9. Incomplete grade *approval email* goes to student, faculty and dean. The approval communication includes CRN, Dept designation, and course number in the subject line. In addition, this correspondence advises the student to reference the academic calendar via the live link provided to determine the final date to complete outstanding work. The communication will list the faculty's requirements (see requirements section), and identifies the "default grade" as noted in the faculty section.

Incomplete Grade Form Request for 43036 BIO 1005

N   noreply@ctstate.edu
To: Main, Jean; Sparrow, Anita; Lopez-Castro, Marisol
                                                                Fri 04/05/2024 1:19 PM

Dear Jean Main,

Your instructor has agreed to give you an Incomplete grade in Introduction to Bio for the SPRING, 2024 term. It is your responsibility to work with your instructor and to complete the agreed upon coursework listed below. All coursework should be completed no later than the tenth week of the next standard semester based on the CT State Academic Calendar.

Below please find the details of the coursework that you must complete. If you have questions please contact your instructor directly.

1. paper due 4/1/24   These items will appear how they are written in the
2. Final Exam   "requirements" field in the faculty review section

If you do not complete the required work by the specified time, or if the instructor does not submit a replacement grade, the grade on your transcript will convert to a **D**. Please contact your instructor for information about your grade.

Sincerely,

The Registration and Academic History Team

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10. When incomplete requests are denied, students receive a denial email and are referred to their instructor.

N   **noreply@ctstate.edu**
To: Main, Jean
                                                                Wed 04/03/2024 9:41 AM
Cc: Lopez-Castro, Marisol

Dear Jean Main,

Your request for an incomplete grade has has been denied. Please see your Instructor for details and to discuss your options.

Sincerely,

The Registration and Academic History Team

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