



## School of Social Work

Challenging Minds, Leading Change, Transforming Lives

### Wayne State University School of Social Work

#### Incomplete Grade Policy

The mark of "I" (Incomplete) is given when a student has not completed all the work for a class *and* it is determined by the student and the course instructor that the student will be unable to complete the work prior to the date that semester course grades are due to be submitted to the university. *Please note that instructors have the right to make the final decision about awarding an "Incomplete."* The use of the grade of Incomplete ("I") is *not* routine and is limited to only those circumstances that cause disruptions that are beyond the student's control so that s/he could not complete the required course work by the end of the semester. Examples might include circumstances such as the loss of a home, job loss, documented medical/health illness, or other comparable life disruptions. Students experiencing *documented* medical or health concerns that cause interruptions to the ability to complete course requirements, may qualify to seek a medical withdrawal: <http://reg.wayne.edu/pdf-forms/medical.pdf>. Students are to immediately contact their assigned Academic advisor in all instances where receiving the mark of "I" in a course seems to be a possibility.

In order to be granted a mark of "I", the course instructor *and* student ***must*** complete and sign a "Contract for Completion of Incomplete Form" which ***must*** include the agreed-upon assignment ***due date*** between student and faculty. This form can be downloaded at [socialwork.wayne.edu](http://socialwork.wayne.edu). *The contract for awarding an Incomplete will not be accepted by the SSW if the faculty member has not provided the student with the due date of the incomplete course work and signed the form attesting to this arrangement.* The student will then submit the completed form to his/her Academic Advisor for review and approval. A copy of the completed and signed form will be given to the student for his/her personal records and a copy will be filed in the student's program file at the SSW. The instructor will then submit the mark of "I" for the student when student course grades are submitted to the university. *Please note that instructors will not be in compliance with this policy if the Incomplete Grade Form fails to be completed.*

Because the curricula in the BSW and MSW programs include pre-and co-requisite courses that must be successfully mastered before enrolling in related courses, it is the policy of the WSU School of Social Work that marks of "Incomplete" submitted to the university at the end of a semester as a student's final course grade ***must be satisfied before the first day of classes of the following semester***, e.g., students must submit the missing course assignments to the instructor for previous "incomplete" course work before classes begin for the subsequent semester. If incompletes are not satisfied by the date of agreement between the faculty member and student, a faculty member may award a failing grade for the course.

Alternately, students may be required to attenuate their program plan, which can only be changed with the permission of the Program Coordinator and in consultation with their SSW Academic Advisor.

*An electronic copy of the “Incomplete Grade Policy” will accompany the semester “End of Classes” notice sent to all faculty by the OASS office.*

**ALERT for Students!**

Federal law determines that courses not completed with a valid completion *grade* have *not* been completed. Universities are required to review Incomplete grades (I) and make adjustments to financial-aid awards accordingly. Federal law also requires that universities must determine when a mark of Incomplete becomes a failed class because students will be requested to return financial aid award funds for certain "non-completed" courses for each semester (DCL GEN-04-03, February 2004).

**Please contact the Financial Aid Office prior to requesting an Incomplete in your courses to be fully aware of how an “Incomplete” will impact your financial aid situation.**