

Policy for Completion of Coursework in First Year

During the Term of the Course

The nature of the first year curriculum is rapid-paced and cumulative, such that each course is considered prerequisite for the successive courses. Efforts are made by course instructors, the Associate Dean for Basic Science, and advisory deans to proactively identify students who are having academic difficulty or who, for reasons of illness or other extenuating circumstances, are temporarily unable to attend class. In these situations, the assistance of student tutors, special guidance by course directors, or other forms of academic or counseling support may be offered to help the student accomplish course goals. In extenuating circumstances and at the discretion of the course director(s), the student may negotiate to delay due dates, tests or presentations, or to retest or revise coursework *during the term of the course(s)*.

Incomplete Grades

It is recognized that students who encounter difficulty of an academic or personal nature may also find it necessary to delay completion of a course beyond the term of the course. At the course director's discretion, students with minor deficiencies in completion of course requirements or those who must delay completion due to reasons of illness or other extenuating circumstances may receive a temporary grade of "Incomplete", to be submitted when the final grades for the course are recorded. The student must then initiate a formal request to complete the course requirements by submitting to the Registrar's Office the "Plan for Course Completion" form with approval by signature of the course director and the student's advisory dean.

If completion of the course requirements results in a "Pass" or "Honors" grade, the "Incomplete" is not recorded on the transcript. If the student is unsuccessful in satisfactorily completing course requirements or does not enact the "Plan" by the agreed upon deadline, a grade of "Fail" is recorded. The "Plan for Course Completion" will become a part of the student's permanent record, and submission of the final grade for the course will constitute verification of completion.

If a student has multiple "Incomplete" grades and "Plans for Course Completion" that preclude completion of coursework in a timely manner, the Promotions Committee may recommend to the Vice Dean a delay in further progression in the curriculum. If the Promotions Committee determines that, despite an approved "Plan for Course Completion", the student is not adequately prepared to continue in the curriculum, a delay in further progression may be recommended to the Vice Dean, even though no "Fail" grade has been recorded.

Fail grades

If a grade of "Fail" is received in a course, either because of major deficiencies in meeting course requirements or failure to clear an "Incomplete" grade as described, the "Fail" grade will become a permanent part of the student's transcript. With the course

director's advice and consent, the Promotions Committee may recommend to the Vice Dean that the student remediate the course prior to promotion to the next year. Remediation of failed courses may occur only while other courses are not in session in order to avoid further academic difficulty. When deficiencies in coursework are major or in multiple courses, the Promotions Committee may recommend that the student repeat the entire course(s) the following year.

Plan for Course Completion

Student's Name _____

Course Name and Number _____

Briefly explain the circumstances leading to a request for delayed course completion:

Specify the nature of the coursework that remains to be completed (tests, presentations, reports, etc.):

Outline the plan to complete that coursework (what will be done and who will do it):

What deadline have the student and course director agreed upon for completion of coursework?

IF COURSEWORK IS NOT SATISFACTORILY COMPLETED BY THE NEGOTIATED DEADLINE, THE COURSE DIRECTOR WILL REPORT A GRADE OF "FAIL" FOR THE COURSE.

Signed:

Student _____ Date _____

Course Director _____ Date _____

Advisory Dean _____ Date _____

Received by Registrar on (date): _____