

**Tulane School of Social Work
Master of Social Work Program
Policies and Procedures Manual**

Name of Policy:

INCOMPLETES

Date: 3/14/03

Revised: 12/16/04

POLICY STATEMENT:

Tulane School of Social Work instructors may record the grade of “I” (incomplete) in the following circumstances:

- a) If due to illness or extraordinary circumstances, the student lacks the required time necessary to complete adequately all requirements for the course;
- b) If the course instructor determines that the “I” is appropriate based on his or her knowledge of the student’s course performance and any circumstances of a) above.

The “I” grade must be resolved with the University Registrar within six weeks of the last day of classes of the semester in which the “I” occurred. Some extension of time may be granted in situations of a formally documented disability requiring the ADA accommodation of extra time for assignments. Other extensions may be granted at the discretion of the instructor in extraordinary circumstances that obviously prevent meeting the six-week time frame. This time frame allows the School to be in accord with the University Graduate School policy regarding resolution of Incompletes.

The Internal Registrar will not accept any grade sheets on which “I” is recorded but no completed, signed, and dated Contract for Incomplete has been received. Any student receiving two or more “I” grades in a given semester may be called for an Administrative Conference or an Academic Review. Fourth semester full time students and eighth semester part time students cannot receive a degree with an “I” pending.

PROCEDURES:

When any course instructor deems the grade of “I” to be appropriate and in accordance with the above conditions, the following procedures are to be followed by the instructor and student:

1. A copy of the “Contract Regarding Incomplete Work” is retrieved by either the student or the instructor from the Internal Registrar at the School of Social Work.
2. The instructor and student collaborate to outline specific requirements for resolving the “I” grade.
3. The requirements are specifically recorded on the “Contract Regarding Incomplete Work,” signed and dated by both student and instructor. Specific due dates are recorded on the contract.
4. The instructor will provide one copy of the signed and dated contract to the TSSW Internal Registrar who will file the document in the student’s file, send one copy to the student’s advisor, and make one copy for the instructor’s own files.
5. The instructor will grade the resulting work and turn in that grade to the TSSW Internal Registrar by the end of the fifth week following the last day of the previous semester. The resulting grade must be any letter grade other than “I.”

6. The instructor will be available by phone, e-mail or in person for feedback and guidance for the student during the five-week period. It is the student's responsibility to initiate contact for questions, feedback, or clarification from the instructor.
7. The instructor will return graded work to the student by the end of the fifth week following the last day of the previous semester.
8. The TSSW Internal Registrar will notify the TSSW Coordinator of Admissions and Financial Aid, the Associate Dean, and the student's advisor of the outcome of the resolved "I". The Internal Registrar forwards the appropriate grade to the University Registrar for posting.
9. In cases of extended time being granted due to ADA accommodation or other extraordinary circumstances, the same forms and procedures are followed, with the exception of a different timeline for completion of the assignment. Said timeline must be communicated to the TSSW Internal Registrar. The Internal Registrar will then communicate appropriately with the Associate Dean, the Office of the University Registrar or other entities as appropriate.