

MARICOPA COMMUNITY COLLEGES
Catalog Common Pages
Proposed Changes Form: Catalog Year 2014-15

CONTACT INFORMATION

Name of the Change Proposal: Timeframe for Incompletes
Initiating Council/Committee: FEC
Submitting Council: FEC

RATIONALE/JUSTIFICATION

Background Information:

(Provide a brief overview of the issue and/or historical information important in considering the change.)

The current language regarding Incompletes contains a statement that could be misinterpreted, leading students to believe that they always have seven months after the end date to complete a course. In addition to clarifying the language, we are proposing to add verbiage letting students know of the potential impact of Incompletes on financial aid eligibility.

Supporting Documentation and Rationale for Change:

(Provide any supporting documentation such as new legislation, legal/statutory or regulatory changes, data, or key findings that would support the need for the change.)

The rationale for the change is to clarify language that could be misinterpreted and inform students that their SAP could be negatively affected by requesting a grade of Incomplete.

Areas, Councils, or Committees Impacted:

(List the constituency groups that may be impacted by the proposed change and that reviewed the proposal and provided feedback.)

These groups will be contacted after FEC approval

VPAAAs
VPSAs
Financial Aid

Budget Implications:

(Identify any budget implications that may result from the proposed change.)

None

Other Considerations:

(Identify any other items to be considered when reviewing the proposed change.)

Dissemination/Communication:

(Identify the dissemination/communication needs related to the proposed change)

Information will need to be updated in college catalogs. All faculty will need to be made aware of the change.

PROPOSED CHANGES

(All proposed changes must include the original language plus the mark ups. All proposed new language must appear in **red ALL CAPS**. All proposed deleted language must appear in **red strikethrough**.)

2. **Incomplete Grade**

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within ~~seven (7) months~~ **THE APPROVED TIME PERIOD** will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. **A STUDENT'S ELIGIBILITY FOR FINANCIAL AID MAY BE JEOPARDIZED BY AN INCOMPLETE GRADE. REFER TO THE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR DETAILS.**

link to: <http://maricopa.edu/publicstewardship/governance/adminregs/appendices/S-5.php#sap>

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid. **Note:** Grades of F, I, N, W, X, Y, Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.