

Bradley University
College of Education and Health Science
Department of Nursing

Policy: Graduate Course Extension/Incomplete Grade Request Procedures

Purpose: To establish an internal departmental process for students and faculty requesting a course extension in graduate programming within the Department of Nursing (DON).

Policy: The Department of Nursing understands that extenuating circumstances may arise that impede student progress within a course. Faculty and students will follow both the university catalog guidelines and DON processes to request and approve/deny course extension requests.

Examples of events considered for approval of course extensions may include: acute illness or injury of the student or student's immediate family member, death of a family member, or a personal catastrophic life event occurring in the final weeks of the course.

Students are encouraged to reach out to their course instructor and their academic advisor for discussion on the most appropriate actions regarding their inability to complete a course. If a student can still drop a course prior to the drop date, it may be more appropriate than requesting a course extension.

In order to qualify for a course extension, **the student must have completed at least 80% of the total required coursework and achieved a total course minimum required grade in the overall course of B or better.**

Graduate Course Extension Procedures

IN- The grade of "IN" is an allowable, grade entry option for graduate courses. "IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The purpose of an "IN" is to provide the time necessary for a student to complete course work which, through no fault of the student's, was not achievable in the normal time allowed. Reasonable time necessary for completion is decided by the student and the instructor teaching the course.

The "IN", once assigned, remains on the official academic record until the completion of the remaining coursework as outlined below. The "IN" is not intended to be used as a convenience for the completion of the prescribed work beyond the end of the semester of enrollment. **Students must complete all required "IN" contract assignments by the contract date or no later than week 11 of the following semester end date for adequate faculty review and assessment.**

IP- The grade of "IP" is to be assigned to a student in a graduate course when the instructor agrees that the student requires more than one semester to complete the material. Normally, "IP" grades will **only be assigned for DNP Project courses. Students must complete all required "IP" contract assignments by the contract date or no later than week 11 of the following semester end date for adequate faculty review and assessment. If the course is a DNP Project course and the student does complete the assignment by week 11 into the next semester, they will have to sit out the remainder of that semester. They may begin the subsequent DNP Project course the next time it is offered.**

Graduate Student Responsibilities:

1. The student must submit a written request via email to their lead course instructor with the following information:
 - a. Course Title
 - b. Request for course incomplete or in progress with supporting documentation demonstrating rationale and nature of the emergency. This request should include a document that outlines a timeline for completing the remaining assignments along with a specific end date.
 - c. The student is responsible for check-ins with their faculty member regarding the status of course requirements and completion of course extension.

Graduate Faculty Responsibilities:

1. Contact the Program Director to review and approve/disapprove the incomplete or in progress course request. The Program Director will then make a recommendation to the Chairperson of Nursing.
2. If approval is received by Chairperson of Nursing, complete "IN/IP" course form with student assignment obligations listed in the "IN/IP" contract, specifying due date for completion. Gain student, faculty and Chairperson of Nursing signature.
3. If the student is not graduating, the student may need to complete the GRD 650 form and pay a fee; the GRD form will also be sent with the request.
4. Notify student via email that request was denied or approved and document via DataMart and send an email to the student's academic advisor.
5. Submit official course "IN/IP" form and hard copy contract via DocSoup reporting system.
6. Post "IN/IP" in place of a grade within AcInquire.
7. Complete final grade submission when "IN/IP" requirements have or have not been met by course extension deadline. Keep in communication with Chairperson of Nursing regarding status of student progress.

IP/IN Contract: NUR [course number and title]

Student Name:

Student ID#

Faculty:

Deadline for all requirements to be completed and grade submitted: [provide date and time CST]

All assignments must be submitted by this date: [provide date to allow time CST to grade assignments prior to contract deadline]

If obligations of contract not met by deadline, final grade [C-D-F] will be entered and student will need to repeat the course.

Course Requirements to complete NUR XXX:

Assignment (number and title)	Due Date (as indicated)	Other Comments