

Incompletes and Course Make-Ups

Students who have a grade of “Incomplete” in a course in the Organizational Management major or in the Applied Research Project have the opportunity to complete assignments or to take the course needed in order to graduate. Below is the policy taken from the NMVC Student Handbook.

NMVC students may turn in assignments for Incomplete courses to Dr. Dan Noel through March 16, 2009. After March 16, 2009, assignments will need to be turned in to Elizabeth Hanson, OM Registrar.

NMVC students who need to take a course in the OM major may contact Dr. Dan Noel through March 16, 2009. After March 16, 2009, students will need to contact Elizabeth Hanson, OM Registrar.

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B. INCOMPLETE POLICY

1. SADE Courses

Students are expected to complete course assignments by their due dates. Instructors are **permitted** to downgrade one letter grade for any assignment that is handed in late. **Instructors are required to downgrade any work submitted more than two weeks late.**

Such a downgrade may be avoided under the following circumstances:

- (a) If a student intends to make up a missed class and has made confirmed arrangements with the NMVC office within two weeks of the missed class.
- (b) If exceptional circumstances (such as extended illness) have occurred, the student has provided a written request to the instructor for an extension without penalty, and the instructor has provided a written approval.

Instructors will calculate the student grade based on the course work submitted at the time that the grade sheet is prepared, unless one of the exceptions above applies. “I” (Incomplete) grades may be used only when students have made specific arrangements acceptable to the instructor prior to the preparation of the grade sheet. **After two months, grades of “I” become “FX.”**

A student who receives an “I” or an “F” for a course must complete work for that course within two calendar months of the last session of the course. **After two months, a grade change fee of \$50 will be charged.** Any student with an “I,” “F,” or “FX” in more than two courses from the first semester (not including Project I) will not be permitted to enter the second semester until the courses are completed or retaken.

A student may not enroll in a SADE general education course other than English if he or she is carrying more than two incompletes.

Students who have not completed coursework two years after their cohort finishes will need to apply for re-admittance to the program and pay the full price of completing any outstanding graduation requirements.

2. Applied Research Project

As with other assignments, students are expected to complete chapters of their projects by the due dates stated on the cohort schedule. Instructors are **permitted** to downgrade by one letter grade any assignment that is handed in late. Instructors are **required** to downgrade up to one letter grade the Literature Review (Project I) if submitted more than one month after the due date, and the Data Collection and Executive Summary (Project II) if submitted more than two months after the due date.

Exceptions to this policy follow those listed under the Incomplete Policy above. However, no exception other than serious illness will result in a final grade higher than "A-" on work submitted beyond the grace period. Students are allowed a two-month grace period beyond the end of the 14-month program to finish their Applied Research Projects with their primary instructors. After two months, grades of "I" become "FX."

Students are expected to complete their finished projects on the assigned due dates. Those who fail to do so will incur additional fees. Students with unfinished projects must register for Project Advisement and pay the cost of one credit to continue working toward completion of their projects. Ordinarily, they will be assigned a new advisor, and they will have up to six months to complete their projects under that advisor.

Note: Students may complete their Applied Research Projects without the benefit of Project Advisement at no cost.