

## Spring 2020 COVID-19 Updates

### RN-BSN Procedure on a Grade of Incomplete

#### Incomplete “I” Grades in Sequential Nursing Courses

Students enrolled in the UC CoN RN-BSN Distance Learning (DL) program are expected to complete all course requirements for each semester. In rare circumstances, situations not controllable by the student may occur that will result in excessive absences. Excessive absences resulting from serious illness (as diagnosed by a physician), hospitalization, family crises, or death in the immediate family may prevent a student from meeting course objectives during the regularly scheduled semester time frame. When appropriate, a student may be eligible to request an incomplete rather than a letter grade in his or her coursework. A grade of Incomplete reflects an agreed upon course of action between a faculty member and a student to complete the course within the designated time frame.

The following policies are in effect regarding assignment of an “Incomplete” (I) grade:

- All university and CoN policies regarding incomplete are applicable to nursing courses.
- Grades of incomplete (I) are not automatically given when there are missing assignments at the end of the semester.
- Incomplete will not be used to allow for remedial work; student work must be passing.
- Students must discuss with the faculty member the reasons why an incomplete grade is being requested, and provide appropriate documentation to support their request, such as a medical release or other official statement. This discussion is to occur as soon as the student recognizes that a problem exists.
- The faculty will review and make a decision in each individual situation. Faculty members, while willing to be as flexible as possible, are not obligated to grant the use of an incomplete grade.
- In consultation with course faculty, a student will receive a date by which the incomplete must be removed.
- A student who fails to initiate a discussion with the faculty regarding his/her need for an “I” may receive a grade for a given course based on whatever percentage of the required material has been submitted.
- To remove the incomplete and receive a letter grade, the student must fulfill the course requirements within the first two weeks of the following term in which he/she is enrolled. If the student fails to meet that deadline, he/she is subject to administrative withdrawal from any sequential courses.
- Under special circumstances, students may petition the Senior Associate Dean for Academic Affairs to extend the time limit in which course work may be completed upon approval of course faculty.
- **Incompletes must be reconciled within a one year, plus one semester period based on the updated Covid-19 university policy. Otherwise the incomplete automatically converts to a grade of F.**

## **RN-BSN Program - COVID-19 Updates to Incomplete Procedure Effective Spring 2020**

In recognition of the historical significance of the COVID-19 Pandemic of Spring 2020 and its impact on the lives of the outstanding nursing professionals enrolled in our program, the CON RN-BSN Program Team has identified several strategies to support student success:

- Students must maintain an open dialogue with course faculty and the program advisor, Angie Fisher, regarding any changes in their professional or personal lives that impact their ability to complete their course work in a timely manner. All program faculty have pledged their support of students during this challenging time, but cannot provide that support if they are not made aware of the challenges you are facing!
- For those students who are part of a hospital cohort, please also make sure to maintain an open dialogue with your hospital representatives as our teams are working together to ensure your success.
- **Several options are available to students who feel the need to reduce their student demands:**
  - Consider revising your course of study in order to reduce the number of classes taken, such as reducing courses from 3 to 2 per term.
  - Discuss assignment due dates with course faculty in order to arrange for needed flexibility.
  - Those students who have made satisfactory progress in a course, but feel they are unable to continue at the current time should consult with their course faculty regarding the option to record a grade of Incomplete for the course. The granting of an Incomplete is at the discretion of course faculty. Note: this discussion must be initiated by the student. If a student is awarded an Incomplete grade for a course, that student will be allowed to complete the remainder of the coursework during the next semester in which the course is offered. The faculty member and student need to maintain records of any work completed, along with grades received on those assignments. Additional details for completion of an Incomplete course will be provided to the student through discussions with the course faculty, Program Advisor, and Program Director- Dr. Rebecca Lee as deemed necessary.
  - As a last resort, students can discuss with their Program Advisor the option of withdrawing from a course in which they are currently enrolled. These decisions must be made only after proper counsel from your advisor, as this might impact reimbursement or student financial aid obligations.