

Incomplete (“K”) Grades

The faculty recognizes that occasionally circumstances arise which prohibit students from completing course requirements by the end of the quarter in which they are enrolled.

The Secondary Education faculty adheres to the University Bulletin policy for assigning Incomplete (K) grades which states:

...It may be assigned only upon request of the student and agreement of the course instructor. Normally it is given only to a student who has been in attendance and has been doing passing work until the final two weeks of the quarter when extenuating circumstances beyond his or her control make it impossible to complete course requirements on schedule. (Extenuating circumstances do not include mere lateness in completing work, the desire of a student to do extra work to raise a poor grade, et cetera.)

To receive a K grade, a student must obtain a contract form from the appropriate department and negotiate a formal agreement with the course instructor specifying the work done and the remaining work to complete the course and earn a grade. One copy is kept by the student, and one by the faculty member.

In addition, a copy will be maintained in the student’s secondary education department file.

Consequences for Not Completing an Incomplete Contract for a “K” Grade

A student who does not have an approved K contract by the grade submission deadline will receive the grade earned to date. If a student is missing a component required to pass the course, the student will receive a grade of “F,” “Z” or “U.” In addition, if the course in question is a prerequisite to other courses in the education program sequence, and there is not an Incomplete Contract for a “K” grade in the student’s file, the student will not be eligible to enroll in these other courses.

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Process for Removing Incomplete (K) Grades

The content of courses in the secondary sequence is designed in a way that makes satisfactory completion of prerequisite work critical to students’ understanding and success in subsequence courses. Therefore, students must complete the work required to remove “K” grades within the timeframe specified in their contracts. Those who do not are not eligible to continue in the secondary education program sequence.

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