



## INCOMPLETE GRADE POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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|---|--|------------------------|---|
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| <b>Responsible officer</b>  | Chief Academic Officer   |                        |   |
| <b>Contact</b>  | Kerry Todd-Smith, Policy Coordinator, <a href="mailto:policy@morling.edu.au">policy@morling.edu.au</a> |                        |   |
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| <b>Approved by</b>  | Academic Board   |                        |   |
| <b>Responsible body</b>   | Academic Board   |                        |   |
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| <b>Review date</b>  | October 2021   |                        |   |
| <b>Superseded documents</b>   | Incomplete Units Policy: Education and Counselling 2014  |                        |   |
| <b>Higher Education Standard</b>  | HES_7.2.2.d  |                        |   |
| <b>Document classification</b><br><i>Select from the drop-down menu</i> | Academic   |                        |   |

### 1. PURPOSE

To outline the circumstances when Incomplete (INC) is an appropriate final grade for a unit of study.

### 2. DEFINITIONS

| Key Term or Acronym | Definition          |
|---------------------|---------------------|
| DE                  | Deferred Assessment |
| INC                 | Incomplete          |

### 3. SCOPE

This policy applies to all coursework and research thesis units in the Faculties of Education; and Counselling, Chaplaincy and Spiritual Care.

## 4. POLICY STATEMENT

It is expected that all assessment items for a coursework unit will be submitted on the due date for that assessment and that students will sit for any final exam on the scheduled date as published.

Where the requirements of a unit cannot be fulfilled and a final grade cannot be awarded for the unit at the normal conclusion of the academic period in which the unit was enrolled there are 2 options:

- **Deferred Assessment/Examination (DE)**  
If a student is unable to complete an assessment by the due date or sit a scheduled exam because of Special Circumstances, they may be eligible to apply for a Deferred Assessment/Examination. The criteria for applying for a Deferred Assessment/Examination are outlined in the Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care.
- **Incomplete (INC)**

## 5. PRINCIPLES

5.1 An Incomplete (INC) grade will only be granted for:

- units with a significant field work or practical component, and then only in exceptional circumstances where the field work or practical component can only be scheduled after the end of the normal academic period; OR
- research thesis units, when approval has been granted by the Faculty Dean for the work to be submitted after the end of the academic period in which the unit is enrolled.

5.2 A student should discuss these circumstances with the lecturer at the beginning of the semester or as early as possible in the arrangement of the field work or practical component.

5.3 The lecturer or Faculty Dean will advise the Department of Student Services of the INC on the Result Sheet for the unit and will notify the Department of Student Services of the student's finalised result as soon as possible.

5.4 An INC will only be granted for the period of one semester. If a student has not completed the requirements of the unit by the end of the semester following that in which they first enrolled in the unit, the grade will be amended to a Fail (F).

## 6. RELATED DOCUMENTS AND LEGISLATION

Special Circumstances Policy: Education, Counselling and Spiritual Care

Tuition Fee Refund Policy: Education; Counselling, Chaplaincy and Spiritual Care

## 7. REFERENCES

None

## 8. VERSION HISTORY

| Version | Approved by        | Approval Date | Effective Date | Changes made  |
|---------|--------------------|---------------|----------------|---|
| 3.01    | Policy Coordinator | Feb 2023      | Feb 2023       | Header table updated to latest version, including addition of keywords. Updated Responsible officer. Removed reference to Academic Registrar. |
| 3       | Academic Board     | 17 Oct 2018   | 17 Oct 2018    | Updated to reflect change to faculties. Text relating to Deferred Assessment extracted. Policy streamlined and formatted to new template      |
| 2       | Dean of Education  | Feb 2015      | Feb 2015       | Updated   |
| 1       | Academic Board     | Dec 2014      | Dec 2014       | New policy  |

*Download this policy anew with each use, as it may have changed.*