

REVISED POLICY ON
COMPLETION OF ACADEMIC WORK AND
THE AWARDING OF CREDIT

I. Completion of Work

- A. A student will complete his/her study program and submit all written materials, including self-evaluation, by the ending date of the program or contract, as specified in writing at the beginning of the program or contract. If a student changes his/her program before the originally specified ending date, the ending date for the old and new programs will be given on the change of registration form submitted to the Registrar's Office.
- B. Credit reports provided by the Registrar's Office are to be completed by faculty or staff sponsors and returned to the program secretary for submission to the Registrar's Office no later than the ending date of the student's program or contract.
- C. A written evaluation of the student's work by faculty or staff sponsor is to be submitted to the program secretary no later than two weeks after the ending date of the program or contract.

II. Incomplete Status

- A. If a student fails to complete his/her work on time (see I.A.), the faculty/staff sponsor must either:
 - 1) grant partial or no credit on the credit report provided by the Registrar's Office; or
 - 2) attach to the credit report an "Incomplete" form, also available from the Registrar's Office. This form, a copy of which is to be sent to the student immediately, will contain a summary of the policy on Incompletes, and spaces for: a description of the work to be completed, a specified completion date not to exceed two months (see II.C. below) and the signatures of the student (optional, but strongly encouraged), and the sponsor. This is the student's only official notification of the Incomplete status.
- B. If the Incomplete has not been removed within two months, the Registrar will make an entry of "No Credit" in the student's academic record (but not on the student's transcript). Approximately two weeks before such action is taken, as a matter of courtesy the Registrar will remind the faculty/staff sponsor that this action is about to be taken, and that it can be prevented only by submission of a credit report by the sponsor before the end of the two months.
- C. If a faculty/staff sponsor or student affected by action taken under II.B. feels aggrieved by that action, he/she may initiate grievance procedures as stated in WAC 174-108-060 (Governance and Decision-Making at Evergreen).

III. Faculty/Staff Role in Completion of Student's Work

- A. The faculty/staff sponsor will complete a credit report and return it to the program secretary for submission to the Registrar's Office by the ending date of the student's study program (defined in I.A.).

Completion of Academic Work and the Awarding of Credit

Page two

- B. The faculty/staff sponsor will submit a written evaluation of a student's work within two weeks of the ending date of the student's program (see I.C.).
- C. If a student completes the work necessary for removal of an Incomplete within the allowable period (see II.B. and II.C.), the faculty/staff sponsor will submit a credit report at the time the work is completed, and a written evaluation of the student's work within two weeks of the completion of that work.
- D. Instances of credit reports and evaluations not filed in accordance with this policy (III.A., III.B., III.C.) are to be noted in the faculty member's portfolio and with the academic deans. Consideration of such records will be made in decisions concerning faculty reappointment (cf. Faculty Handbook, Section 4.400, p. 47).

(Revised Policy, March 1975)