



OAKLAND COMMUNITY COLLEGE®

I Mark in Grading Faculty Survey Report

Prepared for:

Grading Marks Committee

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I Mark in Grading Survey Results

Introduction

The I Mark in Grading Survey was requested by the College Academic Senate's Ad Hoc Committee on Grading Marks. The committee would like to learn faculty's current uses on I mark in grading and their opinions on OCC's I mark policy through the survey. The survey results will be used to make recommendations on grading policies that could better serve the students and the college.

Methodology

The survey, administered in Winter 2014, was developed by the Ad Hoc Committee on Grading Marks. Email invitations were sent to 1,114 faculty members including full-time and adjunct and 370 of them completed the survey, which gives a response rate of 33.2%.

Results

Since faculty from different disciplines may have different perspectives on the I mark, this report included overall survey results and survey results disaggregated by discipline.

Overall Survey Results

Q1. Which discipline do you work in?

Disciplines	# of Respondents	% of Respondents
Art and Design	16	4.4%
Business	43	11.8%
College Readiness	19	5.2%
Engineering, Manufacturing and Industrial Technologies	10	2.7%
English, Literature and Communication	50	13.7%
Humanities	44	12.1%
Information Technologies	21	5.8%
Learning Resources	3	0.8%
Mathematics	39	10.7%
Natural and Life Sciences	44	12.1%
Nursing and Health Professions	20	5.5%
Public Service	7	1.9%
Social Sciences	48	13.2%
Total	364	100%

Q2. Are you full-time or adjunct faculty?

Responses	# of Respondents	% of Respondents
Full-time	153	41.6%
Adjunct	215	58.4%
Total	368	100.0%

Q3. Does your current syllabus allow you to give I marks?

Responses	# of Respondents	% of Respondents
Yes	270	73.0%
No	83	22.4%
Don't Know	17	4.6%
Total	370	100.0%

Q4. When you give I marks, which one of the following statement is applicable?

Responses	# of Respondents	% of Respondents
There are specific benchmarks a student must reach before I grant an I mark.	145	54.1%
I review each request on an individual basis.	123	45.9%
Total	268	100.0%

Q6. How many I marks have you given since January 2014?

Responses	# of Respondents	% of Respondents
0	222	82.2%
1	27	10.0%
2	12	4.4%
3	1	0.4%
5	3	1.1%
7	1	0.4%
8	1	0.4%
10	1	0.4%
1000	1	0.4%
Not Sure	1	0.4%
Total	270	100%

Q7. Have you ever given an I mark that allows the student to take the entire class over?

Responses	# of Respondents	% of Respondents
Yes	102	37.9%
No	167	62.1%
Total	269	100.0%

Q9. According to your understanding of OCC's policy on I marks, are instructors required to give students 52 weeks to complete an I mark?

Responses	# of Respondents	% of Respondents
Yes	170	45.9%
No	115	31.1%
Don't Know	85	23.0%
Total	370	100.0%

Survey Results by Discipline

Q3. Does your current syllabus allow you to give I marks?

Disciplines/Responses		# of Respondents	% of Respondents
Art and Design	Yes	11	68.8%
	No	3	18.8%
	I don't know.	2	12.5%
	Total	16	100.0%
Business	Yes	27	62.8%
	No	13	30.2%
	I don't know.	3	7.0%
	Total	43	100.0%
College Readiness	Yes	12	63.2%
	No	6	31.6%
	I don't know.	1	5.3%
	Total	19	100.0%
Engineering, Manufacturing and Industrial Technologies	Yes	6	60.0%
	No	4	40.0%
	Total	10	100.0%
English, Literature and Communication	Yes	41	82.0%
	No	9	18.0%
	Total	50	100.0%
Humanities	Yes	34	77.3%
	No	9	20.5%
	I don't know.	1	2.3%
	Total	44	100.0%
Information Technologies	Yes	16	76.2%
	No	2	9.5%
	I don't know.	3	14.3%
	Total	21	100.0%
Learning Resources	Yes	1	33.3%
	No	2	66.7%
	Total	3	100.0%
Mathematics	Yes	32	82.1%
	No	5	12.8%
	I don't know.	2	5.1%
	Total	39	100.0%

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Natural and Life Sciences	Yes	36	81.8%
	No	7	15.9%
	I don't know.	1	2.3%
	Total	44	100.0%
Nursing and Health Professions	Yes	15	75.0%
	No	3	15.0%
	I don't know.	2	10.0%
	Total	20	100.0%
Public Service	Yes	5	71.4%
	No	2	28.6%
	Total	7	100.0%
Social Sciences	Yes	30	62.5%
	No	16	33.3%
	I don't know.	2	4.2%
	Total	48	100.0%
Discipline Unknown	Yes	4	66.7%
	No	2	33.3%
	Total	6	100.0%

Q4. When you give I marks, which one of the following statement is applicable?

Disciplines/Responses		# of Respondents	% of Respondents
Art and Design	There are specific benchmarks a student must reach before I grant an I mark.	2	18.2%
	I review each request on an individual basis.	9	81.8%
	Total	11	100.0%
Business	There are specific benchmarks a student must reach before I grant an I mark.	13	48.1%
	I review each request on an individual basis.	14	51.9%
	Total	27	100.0%
College Readiness	There are specific benchmarks a student must reach before I grant an I mark.	1	9.1%
	I review each request on an individual basis.	10	90.9%
	Total	11	100.0%
Engineering, Manufacturing and Industrial Technologies	There are specific benchmarks a student must reach before I grant an I mark.	1	16.7%
	I review each request on an individual basis.	5	83.3%
	Total	6	100.0%
English, Literature and Communication	There are specific benchmarks a student must reach before I grant an I mark.	27	65.9%
	I review each request on an individual basis.	14	34.1%
	Total	41	100.0%
Humanities	There are specific benchmarks a student must reach before I grant an I mark.	16	48.5%
	I review each request on an individual basis.	17	51.5%
	Total	33	100.0%
Information Technologies	There are specific benchmarks a student must reach before I grant an I mark.	8	50.0%
	I review each request on an individual basis.	8	50.0%
	Total	16	100.0%

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Learning Resources	I review each request on an individual basis.	1	100.0%
	Total	1	100.0%
Mathematics	There are specific benchmarks a student must reach before I grant an I mark.	19	59.4%
	I review each request on an individual basis.	13	40.6%
	Total	32	100.0%
Natural and Life Sciences	There are specific benchmarks a student must reach before I grant an I mark.	31	86.1%
	I review each request on an individual basis.	5	13.9%
	Total	36	100.0%
Nursing and Health Professions	There are specific benchmarks a student must reach before I grant an I mark.	6	40.0%
	I review each request on an individual basis.	9	60.0%
	Total	15	100.0%
Public Service	There are specific benchmarks a student must reach before I grant an I mark.	5	100.0%
	Total	5	100.0%
Social Sciences	There are specific benchmarks a student must reach before I grant an I mark.	14	46.7%
	I review each request on an individual basis.	16	53.3%
	Total	30	100.0%
Discipline Unknown	There are specific benchmarks a student must reach before I grant an I mark.	2	50.0%
	I review each request on an individual basis.	2	50.0%
	Total	4	100.0%

Q5. What are the benchmarks you use when giving I marks?

Disciplines	Responses
Art and Design	Must have been an active member of class Must have a 70 percent grade average or more Must have an exceptional circumstance not to complete class
	The student must complete a National test required by our programs accreditation. If they don't complete the test successfully they have 1 more chance to complete the test before they retake the class.
Business	60% completion of work with a passing grade.
	70% coursework must be complete with a C average.
	75% completed course work and passing grade so far
	A student must complete 70% of the work
	B or better and unforeseen emergency. Must complete within 30 days.
	College policy of student passing with a C or better after completing at least 75% of the material and for some unforeseen emergency, the student is unable to complete the course as scheduled. The student must contract with the instructor for the completion of the remaining 25% of the material and is not permitted to simply choose another section to start from scratch for another 15 weeks.
	I teach BUS internships. The students have to work 120 hours in their job to earn credit for the class. If they are unable to meet the 120 hours in the current semester, they earn an "I" until they complete the required hours.
	Incompletes constitute an emergency beyond a student's control. The student must have completed at least 80% of semester's work and have only paperwork to complete.
	Roughly, the one I mentioned in question 4. Student must have established a C or better and completed about 70% of the course work.
	Student must have been turning in work on a regular basis and student must provide documentation as to the reason for the request.
	The specific case is considered. The student has to have completed 1/4 of the class.
	The student has successfully completed 75% or more of the course with a passing grade and for some unforeseen emergency is unable to complete the course as scheduled.
The student must have completed 75% of the course with a passing grade.	
College Readiness	blah, blah

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Engineering, Manufacturing and Industrial Technologies	Not issued prior to 12th week of class, must have completed all work assigned prior to the I mark being issued. Only the number of weeks missed up to three allowed for completing work when able to return to school. Does not allow "Sitting In" on the class to complete I Mark.
English, Literature and Communication	1. Documentation in support of the extreme circumstance. 2. 75% of the work completed. 3. a passing average at the time of the circumstance. Incomplete grade, in my class, is rarely given and only in cases of extenuating circumstances with the above criteria.
	1. The student must be passing the class 2. The student must have completed 80% of the course work already 3. The event causing the student to need an I mark must be beyond the scope of their control and beyond their foreseeability.
	1) extenuating circumstances in play, such as an illness or death in the family 2) student completing major assignments up to the time of the request 3) student has not missed classes excessively 4) student was passing at the time of the request
	70 % of the course. Must meet the following. The event was beyond your scope of control and beyond your foresee-ability.
	70% complete and passing
	75 percent of the class completed with a grade of C or better.
	75% of work at C or better and remaining work cannot be based on group projects (since I can't provide a "group" for the make-up assignment.
	75% of work completed
	80 percent of coursework completed, C or better in previous essays, good attendance.
	A student needs to have completed 75% of the work.
	has done the work up to that point and has a C or better
	I always did it on an individual basis until my dean said that they had to have finished 65% of the class, it was not for being ill, and they had to have a passing grade at the time.
	I have used the I grade for extenuating circumstances such as the student is hospitalized due to an emergency situation such as an accident. Though, student must have completed at least 70% of the work with at least a D grade for passing and generally maintained good standing in the class (regular attendance, submitting work, and the like).
	More than 70% of the class, with a passing grade and a legitimate reason (sickness, accident, etc.) for requesting the I.
	Must be current in classwork with good attendance.
Must be passing the class with at least two-thirds of the coursework completed	

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	<p>Must complete 80% of the class with passing grade. I will occasionally grant an I for less than 80% (60 or 70%) if circumstances for the student demand it- such as they were in an accident, etc.</p>
	<p>Student has finished 90 percent of course work and an emergency prevents the student from finishing the course.</p>
	<p>Student must have documented extenuating circumstances as to why he/she cannot complete the course. Student must have completed 80% of the coursework. Student must have a passing average in the course at the time of the circumstances.</p>
	<p>Students must complete the majority of work through the semester. To be eligible for an I grade, an extenuating circumstances must prevent that student from completing course work at the end of the semester.</p>
	<p>Students must have 2/3s of the assignments completed and be earning a passing grade</p>
	<p>Students should not use I marks as a way to avoid problems with their grades. Ongoing personal problems with family matters or job obligations should be considered before signing up for a class. I marks should only be used in emergency situations.</p>
	<p>The student must be passing the class and missing only the final essay or exam of the semester.</p>
	<p>The student must have completed all coursework except for the final essay and exam.</p>
<p>Humanities</p>	<p>"I" grades can be given if 60% of the course material is completed and a student is passing the course.</p>
	<p>75% of course completed with a "C+" or better at the time the student stops completing work.</p>
	<p>75% of the class work fulfilled with a grade of C or higher</p>
	<p>80% of work completed at least 'C' average no more than 3 absences unless absences contributed to their request for incomplete but no more than 4</p>
	<p>A contract is set up, agreed to and signed by both the student and myself. The student provides completion dates for any outstanding work. I advise them to complete it prior to or at the beginning of the next semester in order to update their grades and GPA.</p>
	<p>Complete 75% of course with a "C" or higher, documented emergency or serious illness requested by 15th class meeting. Must present documentation and specific plan and timetable for completion of course.</p>
	<p>Demonstrates ability to pass the course if there were no personal conflicts.</p>
	<p>Has the student attended class on a regular basis up to the time they had to miss class. Was the student doing well and giving and honest effort in the class.</p>

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	I do not believe in "I" grade. I have been working for OCC for 20 years and I had a very bad experience with only 2 - 3 students they received an "I" grade. They never finished their requirements of an "I" grade. They never showed for my help, consultations etc.
	Only granted for failure to deliver a final paper due to documentable extenuating circumstances beyond their control. Less than 3 absences throughout the semester. B average in the class. Must have completed all work in the course up to the final paper.
	Only if 75% of the course work is completed.
	Same as Humanities Dept
	whether or not they have done 70% of the classwork
	Written request and must have a B average in the class.
Information Technologies	75 % of coursework complete with a C or higher
	75% of the course must be complete with the student receiving a C or better.
	80% of all work and all tests taken.
	Must complete the majority of the course work with a currently passing grade (the majority is about 12 weeks). The student is then allowed to complete just the remaining assignments.
	Students will not be given an incomplete (I) grade in the course without sound reason and documented evidence. An incomplete grade can only be assigned if the following conditions are met. The situation prevents the student from completing the course during the regular term, must be outside the student's control. In addition, must be passing and have completed a minimum of 75% of the course assignments. The instructor must be informed of the circumstances and must agree to award an "I" grade prior to the end of the term and both the student and the instructor must complete the College Agreement Form.
	The AH CIS Department policy is that a student must have completed 75% of the course with grades of "C" or better to be eligible.
	The students must have completed at least 80% of the work, with documentation to support their request for an incomplete.
Mathematics	<ul style="list-style-type: none"> At least 75% of the course must already have been successfully completed (passing 3 of 4 tests) by the student to be considered for an "I" grade.
	70% completeion at the time of the request.
	70% of course complete with a 70% or better

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	75% of course completed Passing grade at time of request Reasons why an I would be appropriate (death in family, illness, etc)
	Although I do review each request on an individual basis, I will never consider an incomplete grade unless the student has demonstrated passing work. The policy in the 2013-14 catalog clearly states that the grade will revert to a WP after one year so the student must be passing at the time of the request. When I agree to an I request, the student signs my contract detailing exactly what is required of the student and by what date as well as the consequences. Both the student and I keep a copy. For example, it might be that the student needs to complete the final exam within a month or the grade will be assigned as an F (at the end of that month) because the final is part of the course requirements in all of my math courses.
	At the time of request at least 75% of all tests must be completed with a grade of C or better.
	Must have completed at least 50% of the class with a grade of C or better.
	Must have completed the majority of the class successfully and have extenuating circumstances that are making it impossible to complete the course at this time.
	Must have completed the majority of the class with a passing grade. There must also be a personal tragedy involved. For example, diagnosed with cancer, etc. I do not give them out for changing jobs, vacations, having a child, common illness, poor grades, etc.
	Passing grade and completed 4 of the five tests
	Student must have completed at least 75% of the course. Reason for inability to complete the course must be beyond the student's control.
	Students must have 100 % attendance and 75 % of the exams with C or better.
	Students must have completed at least 75% of the class with good attendance and a passing grade before I is granted
	The student must be passing the course. The student must have completed most of the course. Something beyond the student's control prevents him/her from completing the course. For example, illness, surgery, loss of transportation, etc.
	They have to be passing the course and the only think that prevents them from completing the course is the final exam.

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Natural and Life Sciences	70-75% of the coursework must be completed. No previously given assignments may be repeated. Only one exam must be missing. Labs must be 80% complete (maximum of 2 to be completed),
	75% of course completed with a C or better standing.
	80% of class completed with a "C" grade
	80% of the course work completed with a "C" or better
	A student must have completed 80% of the coursework with an overall grade of "C" or higher, i.e. 70% minimum of total course points, and have a verifiable personal emergency.
	All course work, including quizzes and exams up to the last exam must be completed before an I mark is considered.
	An incomplete can be assigned to you if you complete 70% of the course with a passing grade and have some kind of medical emergency which does not allow you to complete the course.
	Attendance and grade 80% or above. One hour credit class no I marks are given.
	Complete 75% of class with passing grade Extraordinary circumstances: e.g., birth of child, extreme illness, etc.
	Complete 80% with grade of C
	Eighty percent or more of the course requirements completed with a C or higher average.
	Essentially all the course work except the final exam is completed. Exception: any military reservist called to active duty status at any time during the semester may request an incomplete (informal policy - told to students, but not printed in syllabus).
	min 75% of course completed and C or better at the time of I mark consideration
	Most of class work completed or extenuating circumstances (medical, job related.)
	Must be passing the class. Must have completed the majority of class.
must have completed 80% of course (homework assignments, exams, lab activities, etc) must have a C or better grade in the course must document an acceptable reason why cannot complete last bit of course at this time, but could complete it within the next year - maximum - or within an agreed upon shorter time frame when their current issue should no longer be an issue	

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	Must have completed 80% of course with a c or better
	Passing with a C or better, take over half of the lecture exams, and have an unavoidable emergency the prevented them from completing the coursework.
	Student must have completed 75% of the course which may be determined by the percentage of evaluation that has taken place in the course, They must have a grade of C or better in the class at the time the I grade is issued, and the student must have documented, extenuating circumstances that prevent completion of the final portion of the course, and an incomplete form must be filled out and signed by a full-time instructor and the student.
	Student must have completed 75% of the coursework with at least a C. (For question 6... most faculty have not submitted grades since January 2014 - I expect you will get a lot of zeros. Since January 2013, I have assigned 1 myself and overseen one for an adjunct)
	Successfully passing at least 75% of the course.
	The guidelines I was given by my department were: i. Must have attended at least 70% of the class. ii. Must have at least a C or better. iii. Must have a pressing, legitimate reason for taking the I (severe illness of student or family member, loss of close family member, etc.). Over-scheduling yourself is not a reason for an I.
	The mark of "INCOMPLETE" on a grade sheet is designed to indicate that the student has completed the majority of the course, but due to some unavoidable calamity, is unable to finish the final exam, or the last portion of the course. An incomplete will be administered with the intent that the student will complete the remaining portion of the course and receive a final grade. If the remaining portion of the course is too lengthy to be completed through special arrangements with the instructor, a withdrawal is the more appropriate mark. The incomplete is not designed to be an avenue for students to retake an entire course or to rectify an academic deficiency.
	The student has been attending the class, is passing and has an unforeseen emergency. The I can only be given after the 12th week of the semester (15 weeks semester). The criteria to give an I grade are: 1. The student must be passing the course and submitted all tests and assignments til that time. 2. The student must have to complete a contract which is mutually agreed upon by the student and the instructor 3. The student must have a true emergency
	The student must complete 75% of the course and be passing with a C or better.

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	the student must have completed 8 of the labs and 80% of the course work
	They have to have completed most of the class and have a chance of passing. I actually rarely give Incompletes. It is easier to assign grades based upon their work so far and then issue a change of grade.
Nursing and Health Professions	-student must be 75% of the way thru the semester -student must be passing at a "C" or better at that point -student must have a documented family or medical emergency -student must sign a contract that outlines how and when course work will be completed -expiration date is written in the contract
	75% complete with a passing grade
	80% of the work is complete
	Completion of program requirements: attendance to a sports massage event, completion of CPR/First Aid certification, completion of required log hours> this is dependent on if the student had legitimate health-related issue that impeded timely completion. "I" marks are given sparingly.
	Student must have completed 75% of the class with a "C" average.
	Student must have successfully completed 80% of the coursework and have a C or better grade.
Public Service	75 % of the work in most classes. A required assignment to be completed for another class.
	80% of coursework completed Passing the course at the time An emergency prevents the student from completing (major illness, death in the family, pregnancy that prohibits them from lab or clinical work, etc.)
	An "I" grade requires 75% successful completion of the course, maintain a "C" average and submit a memorandum of understanding making such a request, listing the assignments necessary to complete the class and the reason for the request. This is a faculty initiated mark which will be used sparingly and only when an emergency prevents a student from completing course work during the regular college session. The student is required to initiate the request for an "I". This mark will become a "WP" one year subsequent to its original issue if the student has not initiated any action to complete the course within this time period.

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	<p>Incomplete Policy: Incompletes will not be given because of a student's failure to meet the required number of clinical shifts and hours. Incompletes will only be given in an emergency situation IF the student has completed 80% or more of the course requirements with a 75% or higher average. In the event of an I grade, students must complete the requirements by the arrange date or within one year of the date issued. Also - if students are unable to complete clinical requirements by end of semester due to schedule difficulty, an I grade is used.</p>
	<p>One year to complete</p>
Social Sciences	<p>60% of all course work completed in order to qualify for a WP since most students do not complete the I successfully.</p>
	<p>60% of the coursework must be completed unless there is a family, physical or work issue that bars completion in this semester.</p>
	<p>75% completion of work passing grade in the course</p>
	<p>According to department policies, a student must have finished about sixty percent of the course work to receive an I mark.</p>
	<p>Currently 80% of work must be completed for the I grade to be awarded</p>
	<p>I almost never give an I, but a student would need to be passing the class, having already completed the majority of the class, and be dealing with some kind of unforeseen issue that prevents the student from continuing to participate in class for the rest of the semester.</p>
	<p>I only issue an "I" grade when a student has a documented emergency, and is unable to take the final. By that time the student has completed 80% of the coursework. Students sign a sheet at the beginning of the semester attesting that they have been told (verbally and in writing) that any Incompletes must be made up with the first three weeks of the subsequent semester.</p>
	<p>I refer to the adjunct handbook for specifics, and rarely give an I.</p>
	<p>Incomplete Grade: General college guidelines require a student, must have completed 75% of the required coursework with a grade of C or higher before requesting an incomplete (I) grade. You will be required to complete an Incomplete contract, which specifies what you will need to do to complete the work and a deadline for completion of the work. This is the section from my class syllabus</p>
	<p>No I would be awarded if a student is required to attend any lecture classes. Basically, I only award I grades for someone who misses the final exam for a valid reason.</p>

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	Student must have completed 75% of the class and be passing; a life-event must have transpired that renders the student unable to complete the course
	Student must provide documented proof that they are unable to complete the class and be currently passing and have completed 75% of the class work. I usually require the student to take the whole class over, particularly if they were only at the "C" or "D" level.
	The benchmarks utilized were the perimeters set forth by the Grading System of the institution.
	Usually on when requested after drop/add is over and when 80-90% of work in the class completed.
Discipline Unknown	I have discussed the situation with my department chair to see if they qualify.
	The student must have completed a minimum of 75% of the semester, be passing, and have an emergent reason for not completing the semester at that time.

Q6. How many I marks have you given since January 2014?

Disciplines/Responses		# of Respondents	% of Respondents
Art and Design	0	7	63.6%
	1	1	9.1%
	2	1	9.1%
	7	1	9.1%
	Not Sure	1	9.1%
	Total	11	100.0%
Business	0	21	77.8%
	1	4	14.8%
	2	2	7.4%
	Total	27	100.0%
College Readiness	0	8	66.7%
	1	2	16.7%
	5	1	8.3%
	1000	1	8.3%
	Total	12	100.0%
Engineering, Manufacturing and Industrial Technologies	0	4	40.0%
	1	1	10.0%
	10	1	10.0%
	Total	10	100.0%
English, Literature and Communication	0	36	87.8%
	1	3	7.3%
	2	2	4.9%
	Total	41	100.0%
Humanities	0	29	85.3%
	1	4	11.8%
	2	1	2.9%
	Total	34	100.0%
Information Technologies	0	16	100.0%
	Total	16	100.0%
Learning Resources	0	1	100.0%
	Total	1	100.0%
Mathematics	0	27	84.4%
	1	4	12.5%
	2	1	3.1%
	Total	32	100.0%

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Natural and Life Sciences	0	33	91.7%
	1	2	5.6%
	2	1	2.8%
	Total	36	100.0%
Nursing and Health Professions	0	12	80.0%
	1	1	6.7%
	2	2	13.3%
	Total	15	100.0%
Public Service	0	2	40.0%
	1	1	20.0%
	5	2	40.0%
	Total	5	100.0%
Social Sciences	0	23	76.7%
	1	3	10.0%
	2	2	6.7%
	3	1	3.3%
	8	1	3.3%
	Total	30	100.0%
	Discipline Unknown	0	3
1		1	25.0%
Total		4	100.0%

Q7. Have you ever given an I mark that allows the student to take the entire class over?

Discipline/Responses		# of Respondents	% of Respondents
Art and Design	Yes	5	45.5%
	No	6	54.5%
	Total	11	100.0%
Business	Yes	12	44.4%
	No	15	55.6%
	Total	27	100.0%
College Readiness	Yes	5	45.5%
	No	6	54.5%
	Total	11	100.0%
Engineering, Manufacturing and Industrial Technologies	Yes	3	50.0%
	No	3	50.0%
	Total	6	100.0%
English, Literature and Communication	Yes	13	31.7%
	No	28	68.3%
	Total	41	100.0%
Humanities	Yes	11	32.4%
	No	23	67.6%
	Total	34	100.0%
Information Technologies	Yes	6	37.5%
	No	10	62.5%
	Total	16	100.0%
Learning Resources	No	1	100.0%
	Total	1	100.0%
Mathematics	Yes	16	50.0%
	No	16	50.0%
	Total	32	100.0%
Natural and Life Sciences	Yes	7	19.4%
	No	29	80.6%
	Total	36	100.0%
Nursing and Health Professions	Yes	7	46.7%
	No	8	53.3%
	Total	15	100.0%
Public Service	Yes	3	60.0%
	No	2	40.0%
	Total	5	100.0%
Social Sciences	Yes	11	36.7%

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	No	19	63.3%
	Total	30	100.0%
Discipline Unknown	Yes	3	75.0%
	No	1	25.0%
	Total	4	100.0%

Q8. What led you to decide to give an I mark that allows the student to take the entire class over?

Discipline	Responses
Art and Design	I have preferred to request students take the entire course over when they have been a great student and have been unable to complete the course due to extreme circumstances in their lives. I feel that there is a better outcome than expecting the student to simply complete missed work. I more interested in their actual learning of the subject matter.
	It may have been a situation that would help the student to complete the course requirements.. It does not always happen.
	Medical problems, Mental Therapy, Legal issues
	The information is not identical every semester. Why not allow a student to review and refresh if the goal is learning?
	There were circumstances that appeared in the student's personal life that affected their ability to attend all classes and to complete the class requirements. They did want to finish the class with good grades and were planning on repeating the class.
Business	Financial reasons. They can't get a WP because of financial aid.
	I dont know it was years ago. Basically, we referred potential 'I' to the dept. head and let him make the call.
	Individual circumstances. It is extremely rare.
	It depends on the students issue. i.e. health, death in family, etc.
	Major medical disability.
	Review of previous course
	Student had a documented diagnosis of cancer at 50% point in class.
	Student's personal problems were so profound that she needed a fresh start, a complete re-do.
	The extenuating circumstances the student experienced during the semester. There were several tests that were missed and it seemed the fair thing to do for the student.
	The student became ill near the beginning of the semester.

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	<p>the student was entirely disadvantaged by an event beyond his/her control, and in my judgement(and in the student's opinion), and would benefit from a repeat of the course. Mant of these circumstances occurred early on in the course.</p> <p>Very serious illness.</p>
College Readiness	<p>A debilitating illness overtook one student, as he was hospitalized for the period of the class. Also unforeseen personal circumstances made it impossible to get the last assignment to get done in a timely manner,...</p> <p>blah</p> <p>Personal problems</p> <p>Student completed majority of work and was in a car accident, ended up in hospital and could not complete during that term.</p> <p>Student was involved in a serious accident midway through the semester. Student wanted to start with the entire class in order to ease into completing the remaining requirements.</p> <p>The student received a passing score in the class and passed the writing sample portion of the departmental exit test, but did not pass the comprehensive, standardized section of the exit test.</p>
Engineering, Manufacturing and Industrial Technologies	<p>Extenuating circumstances that prevented the student from attending class, outside their control. Illness, or personal family change in responsibilities are the most common, although not all cases are the same.</p> <p>The student had a medical condition and could not finish the course.</p>
English, Literature and Communication	<p>Department policy for certain courses such as Developmental English where texts might change and/or the student takes the course with another instructor.</p> <p>If a student has real life issues that are beyond working around and they seem to be a good student, I have in the past let them retake the whole class.</p> <p>It was a marginal student who I felt needed to do the work over...</p> <p>Job situation, health issue--any "I" situation where starting from the start was the obvious way to continue.</p>

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	Many years ago, I did but I no longer allow a student to take the entire class over, especially since my class is capped at 20 students. I do not want an incomplete student to take a seat that belongs to a new student.
	Persistent family issues while a student was still trying to complete all course work.
	Poor instructor
	Serious medical issues: e.g. cancer
	The natural progression of the course makes it necessary. Given the type of course it is, being in the classroom is as important as the text work.
	The student had serious health problems and the school wouldn't let her re-take the class without paying. With the new 30 person classes (the national maximum for COM is supposed to be 25!), I'm not allowing that any longer. Now I send the students to talk to the Dean.
	The Student was in a terrible car accident and broke her arm that she uses to write with; therefore, it seemed appropriate to give her an I mark.
	The student was in an accident that caused him to be hospitalized for a length of time.
	The student was retaking a developmental class and the books change each academic year, so the texts were different.
	Humanities
hospitalization or death in the family	
Ill health, death in the family--that sort of thing.	
It was the second week in the semester and a student's mom died. He was in good standing but not able to attend class.	
Major Illness	
Personal circumstances. Wanted to promote student success.	
personal situation	
student contracted a long-term illness that prevented her from continuing the course after 5 class sessions. she requested permission to begin the course again in Fall 2014.	
student needed to leave the country two weeks before the end of the semester for reasons beyond the student's control	

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	<p>The only circumstances for which an "I" is given involve significant and documented medical issues. In the rare case when a student is permitted to take the class over, it has involved a chronic, unresolved medical condition (documented by a physician or medical professional) which has prevented the student from completing multiple assignments.</p>
Information Technologies	hospitalization
	Missed a number of classes due to health issues.
	student was sick (hospitalized). Missed significant coursework, assignments and quiz(s). Thought it was best to allow student to attempt course another time later.
	The most dramatic instance in memory was when Marv Pelot went out on medical leave before the semester. In our scramble to find a replacement we hired Andy Hillberry. Any was fired with 4 weeks left to go in the semester and we had to put a second replacement in front of the students. It was at this point we decided to waive the department policy and give all students in one section the option of taking an incomplete and retaking the course the following semester. This past Summer we also had an instance in the department that an adjunct was not adequately oriented to a course. The entire class protested and the decision to offer incompletes to all of the students was made. Those students completed that same course at RO the following semester. Both of these decisions to give incompletes were administration driven, but deemed acceptable by the department.
	There was a medical reason for the incomplete - retaking the class made sense.
Mathematics	A student had to have a serious surgery, was passing before she got ill and had all of her paperwork to support her situation.
	Extenuating circumstances or medical conditions or legitimate concerns
	I teach math, and the material builds on itself. So, a long break between when the student completes chapter 6 and when he/she completes chapter 7 can be detrimental. In these cases, I allow the student to attend the entire class, but I usually only count the grades starting from the point in the semester when the I mark was granted.

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	If they had documented, overwhelming circumstances that prohibited them from being able to be successful and there was too much of the course for them to complete the course on their own.
	In the math dept having the student retake the class is the norm as far as I know. (Depending on when the student left the class)
	phisically can not attend the class
	Student have had a serious (confirmed) medical issue. I know in this day and age medical docs. can be created by the students, but the person was really working.
	Student's girl friend was in a car accident and died a month later. I gave the student an opportunity to sit through the class again, but he never returned to my class.
	The student had extenuating circumstances in the semester where they were too far behind to succeed.
	The student wanted to take the class over to get better at it
	The student was registered in my 8 week summer course. His job sent him to Canada for two weeks and missing two weeks in a summer course is like missing one month of material.
	the students had a difficult situation that mad him/her can't continue the semester and the student gave an evidence for example the student was in hospital for health problem.
	This was a student who I had in two previous math classes and had a serious medical emergency at the beginning of a Statistics class after the first exam. Since I was going to be teaching that same class in the next semester, the contract we wrote was for the student to complete the course in my class the next semester. If I had not been teaching Statistics the next semester, I would have suggested she work through Enrollment Services to recoup some of her tuition. As a former full-time faculty member, I rarely have asked another math instructor to carry one of my I students the next semester.
too much time had passed since last class attended.	
Natural and Life Sciences	extremely unusual circumstances (student's disease or sickness, death of a close family member)
	my own decision

	<p>Student has non-academic difficulties that prevents student from concentrating on academics and does poorly. To get the best education, I may allow for a complete do-over. This happens very rarely, since it is not in keeping with OCC policy.</p>
	<p>The Dean intervened in a particular case where the student had a severe head injury. This is the only time I have ever done this.</p>
	<p>The dean told me to do it.</p>
	<p>The student had medical problems that would necessitate her taking time off from course work. She had completed the majority of the class but would not have been able to come back within a few months to finish what remained of her coursework. Since so much time would have passed before she would have been able to finish the course I decided to let her start from the beginning again to give a fair chance to do well on her final exam, which is cumulative.</p>
	<p>The student was pregnant and very sick from the first few weeks of class. She was passing when she was no longer able to stay in the class, but I knew that her pregnancy had prevented her from doing the best that she could. The course she was receiving an I mark in was a lecture only course - if there had been a lab component I would not have allowed her to retake the entire course.</p>
Nursing and Health Professions	<p>For the individual situation, a fresh start seems the most equitable solution.</p>
	<p>Illness</p>
	<p>It was a five week course and the course work built upon consecutive projects. It would have been difficult to complete following a time gap (next semester.) That student never did return. He had multiple sclerosis that was progressing and had brought in a physician's note the fourth week of the course.</p>
	<p>Medical</p>
	<p>Student began the class, attended for 3 weeks. The first test had not been given.</p>
	<p>student had taken 6-8 of the classes then had a family tragedy or a personal illness (cancer) that prevented them from attending the remainder of the sessions and focus on the material</p>

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	student suffered an injury early in the class and could not complete, i.e. volleyball, racquetball, etc.
Public Service	If the student is unable to complete the class requirements during the current semester, they must repeat the entire class to meet the course requirements. Exception is when clinical requirements are unable to be met within the time frame of the semester, then an I grade will be entered until they complete the clinical requirements.
	It benefits them to repeat the material for better retention on the national certification exam. It's easier to keep each classes' grading consistent. We have strict attendance policies to guarantee a certain number of contact hours with the students.
	Serious personal issue: death in the family, serious illness, military deployment or jury duty.
Social Sciences	A student met the abovementioned criteria
	case by case decision
	I feel it is in the student's best interest to get all the information presented both in the classroom and in the text.
	I have a student who was repeatedly hospitalized during the semester, so missed portions of each unit.
	I very rarely allow the student to finish the class any other way.
	Illness, death. Unable to complete internship. Needs additional academic growth.
	Serious medical reasons both to the individual and to a child in the family that occurred in the midst of the first part of the course. Also to accommodate a student from another section and instructor and due to a military call up to Iraq.
	Students were unable to continue in the course but would miss out on important material if they attempted to "pick up where they left off". Partially due to students working together in groups.
	The reasons given to me seemed reasonable and the student had demonstrated that she/he was putting a good effort into the class.
	The student was not able to finish the class and had already missed a great deal of classes for the same reason.

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Discipline Unknown	Class attendance (and therefore content building material) was sporadic due to health.
	Medical reasons or court order
	The student had already repeated the course twice and had faced a fairly extreme personal crisis the semester that I had him. It affected his performance throughout the semester and prevented him from completing the semester. After retaking the whole course, he succeeded in passing.

Q9. According to your understanding of OCC's policy on I marks, are instructors required to give students 52 weeks to complete an I mark?

Discipline/Responses		# of Respondents	% of Respondents
Art and Design	Yes	6	37.5%
	No	6	37.5%
	I don't know.	4	25.0%
	Total	16	100.0%
Business	Yes	15	34.9%
	No	17	39.5%
	I don't know.	11	25.6%
	Total	43	100.0%
College Readiness	Yes	9	47.4%
	No	5	26.3%
	I don't know.	5	26.3%
	Total	19	100.0%
Engineering, Manufacturing and Industrial Technologies	Yes	4	40.0%
	No	4	40.0%
	I don't know.	2	20.0%
	Total	10	100.0%
English, Literature and Communication	Yes	21	42.0%
	No	19	38.0%
	I don't know.	10	20.0%
	Total	50	100.0%
Humanities	Yes	17	38.6%
	No	12	27.3%
	I don't know.	15	34.1%
	Total	44	100.0%
Information Technologies	Yes	11	52.4%
	No	6	28.6%
	I don't know.	4	19.0%
	Total	21	100.0%
Learning Resources	Yes	2	66.7%
	I don't know.	1	33.3%
	Total	3	100.0%
Mathematics	Yes	21	53.8%
	No	12	30.8%
	I don't know.	6	15.4%
	Total	39	100.0%

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Natural and Life Sciences	Yes	18	40.9%
	No	14	31.8%
	I don't know.	12	27.3%
	Total	44	100.0%
Nursing and Health Professions	Yes	11	55.0%
	No	4	20.0%
	I don't know.	5	25.0%
	Total	20	100.0%
Public Service	Yes	3	42.9%
	No	2	28.6%
	I don't know.	2	28.6%
	Total	7	100.0%
Social Sciences	Yes	28	58.3%
	No	12	25.0%
	I don't know.	8	16.7%
	Total	48	100.0%
Discipline Unknown	Yes	4	66.7%
	No	2	33.3%
	Total	6	100.0%

Q10. What changes, if any, would you like to see to OCC's current I mark policy?

Discipline	Responses
Art and Design	Allow only under some unforeseen surcomstanses beyond the students control.with proof of documentation only
	current system is ok
	Each I should be based on the individual basis. However, I believe that a student should complete at least 4 sessions to receive the I. As this is an adult class, we should consider life situations and a students willingness to commit to finish the class at hand.
	I have used the I mark only twice and remember the policy to be fairly clear. Neither student completed the work or contacted me again.
	Not sure if it does already if not completed in a given time should be automatically be entered as an F grade after the allotted time.
	Perhaps to create and post the I mark guidelines for all faculty because I am not sure where I would reference the materiel if I had to.
	Should be reserved for real emergencies .
	Stop giving " I " grades.
Business	"I" mark cannot be given unless 80% of the course work has been completed, unless there are EXTRAordinary circumstances. Course should be completed within no more than 1 year, but preferably within the next semester.
	As far as I know the student has to retake the class with the same instructor. this should not be the case. Wondering if OCC does have specific guidelines on when to give an I?
	Change the requirement that a Dean must sign off on a grade change form following the satisfaction of the Incomplete. The Dean does not sign off when we award grades in the first place. Why is a Dean's signature required for a grade change?
	Current practice is adequate but more clarity and prominence in the schedule of classes is always helpful.
	Discourage I grades as students simply use it to avoid paying additional tution for retaking a class they fell behind in. Not a good lesson for students to guide their future decisions.
	Don't pass them out like Halloween candy; don't allow the grade to be used as a band aid for poor performance; adhere to the existing policy for uniformity; make the student contract a fair and equitable plan for completing the work under the rules of the original syllabus and ensure that the appropriate grade is awarded for the student completing the contract. This grade is abused by many faculty and students alike. It creates inequity and grade inflation, in my opinion. It also tends to dump work on different instructors when the student doesn't like the original instructor.
	Grade in reserve. When I expires, WP should be default but the instructor should be able to specify a letter grade or mark which would be appied if not completed
	I cannot comment on the current policy because I have never given an incomplete mark.

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I marks need to be consistent throughout the institution. There are so many different variations that students get confused. The catalog description needs to be updated and be distributed to all the faculty. There is also a contract for I mark form that needs to be filled out, yet many faculty are unaware of the form and/or process. This form is vital in cases where the adjunct may not be teaching or there are other circumstances surrounding the student's ability to complete the course in the timeline allotted.
I marks should not be used in lieu of a N grade.
I think that the policy is liberal.
I would be very hesitant to allow an incomplete as a grade. From my past teaching experience, it has often extended bad student studying habit situations without creating any benefit. A firm "no incompletes" policy I think creates a better expectation, and missed homework assignments, quizzes, and exams should have clear consequences grade-wise. If you want to allow for a reduced score, rather than an absolute zero, on one or two missed grade opportunities, I think that's enough of a disincentive to encourage responsibility and good work habits on the part of most students.
I'm an adjunct now but I was full time for 24 years. In that time I gave 2 I's, one was a poor decision and one was to a pregnant student who gave birth on the day of the final. Those situations that I hear about where a faculty member assigns 8 or 10 per semester are ridiculous. I think the biggest reason for the misuse of this grade is poor College policy. Poor faculty decision making is a close second.
If the grade "I" were encouraged, I'd use it in a very limited set of circumstances. I would apply it to students who have not completed their assignments but have a class ranking of D to C-. They might redeem themselves or fall further in the 'hole' - and that seems rather fair to me.
Keep it flexible, which would not be a change.
N/A
No
none
None at this time.
None.
None. I think it should be at our discretion.
Require 80% of coursework to be completed and only after an emergency.
Seems to me that an incomplete is a crutch opportunity for students and administration and follow through issue for instructors. To date, I have submitted several WP / WF grades that have not been challenged. I would not consider my experience representative of the total college experience. Our tuition is very reasonable offering a high value proposition for students. Keep it simple. Perhaps an exception can be made in truly justified cases.
Since I am not familiar with the I policy since I am a new adjunct professor, I don't have any recommendations at this time.

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	Student should be given 1 semester to complete the work.
	That it be consistent across the College, so that students are clear.
	The current policy allows only for emergency situations. Could OCC specify what constitutes an emergency, or would that be too restrictive on faculty's discretion?
College Readiness	Get rid of "i" , WP and WF students need to earn their grades
	I assume there will be a change in procedures if the college goes from WP/WF to WS. Currently, I marks change to WP if the student does not complete the required work within the specified time.
	I believe that "I" marks should be used only for documented emergencies. I am a counselor and would like to see instructors use uniform methods with students so that students are clear as to what the expectations are once an 'I' mark is given.
	I don't know. I do like the option of granting "I" marks, though.
	I think it is working just fine--allowing the knowledgeable instructor to make a wise decision based on the circumstances surrounding each individual student.
	I think it should be clearly stated in the catalog that students must complete majority of work before an "I" could be possible. Provide some type of percentage in the catalog.
	I would like to see faculty adhere to the policy as stated. Students have casually mentioned that they were given an I mark half way through the semester. To me, that is not substantially completed.
	None.
	pay adjuncts so they can care, or for that matter, so they can actually be included in informational meetings so they may know something about the college and policies. You get what you pay for.
Engineering, Manufacturing and Industrial Technologies	A formal college policy that is enforced across the college for all programs and courses. I Marks do not allow the retaking of the course without registering in the course.
	get rid of it.
	I have only 20 seats available each semester in welding and they fill up. I can't give a seat to any other students.
	I think it would be helpful to the student to explain the I mark under the Withdrawals section of the syllabus. Some students change jobs during a 15 week class and should know about the I mark, so they can return to class at a latter date.
	I'm sorry that I haven't read the current policies because I haven't had a student who would be in a position to receive an I at OCC for several years. It is my opinion that the professor should be able to decide on how long the student has to complete the work for a grade change usually before the end of the next semester. I teach with two other colleges which also require paperwork to be approved but support the professors decision. I have had to use the I mark for a few students in my 15 years of teaching but I think it should only be used when there is an extreme legitimate reason. Car accident showing student in cast, radiation treatment for cancer, student kicked out of home leaving him homeless are a few real reasons why I allowed and I in the course. Thank you.

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	<p>The answer to the above question is we may give the student UP TO 52 weeks to complete the course work, but we may choose a sooner required completion date. In addition, the question on the previous page asked how many I grades we have given since January 2014: we haven't graded since then yet. If the year was meant to be 2013, then my answer is 8. As for changes, I would like to see the I stay the way it is currently being used. We occasionally need to use it for many circumstances, but ultimately, we decide if the students' situation merits the use of the grade. We also decide how long the have to complete the assignment. If a faculty member believes a student should not be allowed to repeat a class for "free" in order to complete an I grade, then that faculty should not give that student an I grade to begin with. No need to change the system, if that is the only reason for this discussion. I have given 8 I grades in the last calendar year, all of them in my required Co-operative Internship class offered 15 weeks only during the summer semester 2013. For various reasons, some students didn't complete the contact hours with their sponsoring employer as required before the end of the semester, but continued to meet with me and continued to go on interviews with other prospective employers. The reasons I gave them an I grade varied, but most were related to employers not hiring the students in a timely basis to allow them to complete the contact hours necessary. These students were all given an I grade by me in order for me to give them up to one year to complete the co-op class required for their Certificate achievement/Graduation. All but one student has completed the internship by the time of this writing, and the I grade allowed them the additional time to find a good co-op employer to make the experience more valuable to them. The change of grade form required to change the I grade to a letter grade takes more time than I would like to see before it appears on the student's transcripts, but that is another issue. I think the I grade is a valuable assessment tool that should be used when certain circumstances are required to allow the students more time to complete the course requirements. The need may arise either because of a sudden illness or family emergency, or in the case of my Co-operative Internship students, the need to give the students extra time in order to find a reputable co-op sponsor, or simply more time because they got hired late in the semester and could not complete the required contact hours in time.</p>
<p>English, Literature and Communication</p>	<p>An incomplete mark e.g., I, should be completed by the following semester. The way the OCC policy is written, the Incomplete mark can be maintained for 52 weeks until it becomes a Withdraw Passing e.g., WP. This is too long a period of time for the student and instructor; and can become a time consuming/clerical problem with the registrars office.</p> <p>DK</p> <p>do not give out so many marks as an institution.</p> <p>Don't feel qualified to say.</p> <p>Each case should be individually reviewed by instructor. Make up time frame determined on a case by case basis.</p> <p>I am fine with the policy as is.</p>

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	I believe a year is too long for an I mark to be made up. I would like to see a shorter window. It must, however, be long enough that if a student were to get an I mark in Winter that he/she could make it up in the Fall semester with same instructor (in case the instructor does not teach in the summer).
	I don't know
	I haven't had any problems with it. I like the fact that we now can set our own dates for when the I expires.
	I think 52 weeks is a ridiculous amount of time to complete a semester's worth of work--the entire course isn't that long, so why should an Incomplete possibly drag on for a year? If someone waiting that long to complete it, he or she would be very far removed by the subject matter by then.
	I think it should be a college-wide policy with established benchmarks and should ONLY be considered when circumstances are beyond the student's control (eg. car accident resulting in personal hospitalization, documented illness, ...). In addition, one benchmark should require that the remaining work be able to be made up independently.
	I would like advising/counseling to NOT recommend to students to ask for an I mark. Often, a student who has missed the last seven classes will come to me and ask for an incomplete and say the advisor told them to ask me. I will NOT give an incomplete to someone who has not attended, not turned in work, and not notified me.
	I would like it to be very clear to the students that the "I" mark requires them to complete the assignments and the requirements for the course in a period not exceeding the following semester. I have had students approach me for an Incomplete only once because I help them to see that it is prudent to complete the work, and to do the best they can, during the semester. I provide opportunities to help students to complete work on time (flexible enough to allow extensions) and there are mechanisms in place so they can self-monitor to complete work on time. I also monitor student assignments to insure students complete their work on time. A little effort in the beginning goes a long way to insuring no need for an incomplete for reasons other than illness, health, or family emergencies.
	I would like to see college wide standard benchmarks as to when a student can be given an I mark. Adjuncts should not be allowed to give I marks unless they can oversee the criteria of the incomplete mark.
	I'd have to review the policy again to answer this.
	I'd like it cancelled. It gives the students a false feeling of being given another chance without doing anything.
	I'd like to see the college set the consistent strict criteria for "I", so that it will not be used for students who have missed numerous classes, failed to drop the class, yet want an "I " just to save tuition (get away with paying the tuition again).
	I've only ever had to use an I mark one time (for a student who had been sexually assaulted during the late stages of the term). It should be a very rare situation and OCC has always backed instructors on that policy.

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	If 52 weeks is granted, then I would say that is very extreme. I give "I" marks in very specific circumstances--a major illness, a delivery of a child (in the case of childbirth, the "I" must be arranged with me early in the semester). I give them extra time to finish work, or all them to pick up EXACTLY where they left off the previous semester. All grades remain from the previous semester.
	It should be the college policy that a student must have completed 70% of a class with a C or better, and has a documented emergency situation. Of course exceptions can be made if an accident causing injury happens early in the semester, We should not just give out I marks without a very good reason to do so. We should have a uniform policy; otherwise, students will expect to use them indiscriminately.
	It would be helpful to allow the entire process be conducted online.
	Make it clear that students should not be asked to sit through the course again. Some instructors seem to believe that this is appropriate.
	More consistency across disciplines. Students are confused when one instructor grants an "I" and another doesn't in the same circumstances.
	More consistency in use: a student should not be granted an I simply because they couldn't keep up with the class. An incomplete grade should be granted only when extenuating circumstances [documented tragedy] prevent a student from completing the course.
	na
	none
	None
	Reduce the number of weeks to 16.
	Students generally understand this to be an option when, for adjuncts it isn't particularly an option to give. I do have the ability to request an I in my syllabus though it's made clear that I'm not able to readily give these. I have heard from students that they expect this to be an easier process (similar to WP). This expectation needs to be consistent among all teachers, or it puts adjuncts at a disadvantage.
	Students should only have the number of weeks left in the course to finish. So if they receive a I mark on week 10, they should only have 5 weeks to finish if it were a 15 week course.
	The deans should have no say when we choose to give an incomplete. They do not know or understand the student's issues nor have they worked with the student.
	The stated policy should be followed uniformly by all faculty. I know for a fact that it's not.
Humanities	Adequate as is
	At least 75% of work completed, with at least a "C" grade level and only a three or four month period to complete.
	Clarification.
	Eliminate an "I" grade , please. It does not work.

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	From what I understand about Incomplete marks, the student adheres to a written agreement with the instructor pertaining to completion of course work. The course catalog does not seem to give a time requirement: "The student is responsible for completing a written agreement with the instructor detailing the requirements to be met for the completion of the 'I' before it is assigned." However, I feel there should be a college-wide policy requiring students to make up work for classes in which they have received an "I" by the end of the following semester.
	Grant for really short period of time maybe a month extension at most otherwise they never finish
	I think the I mark should continue to be at the discretion of the instructor, but I'd like the I-contract dropped. It's just a waste of paper.
	It seems fine. It is a useful tool that I think should be left up to the instructor's discretion given our student population, that the majority of our classes are delivered in once a week chunks as well the belief that instructors know the best way to approach their class for success. A student with unforeseen medical, transportation, family and/or work problems may need a variety of assist approaches to not fall behind. Our job is to educate people and help them complete their study which includes helping them overcome obstacles to completion.
	It's a little odd that an unfinished "I" changes to a WP after the deadline date, but I don't know what a better solution would be.
	Just make it uniform - across the board or eliminate it altogether.
	Leave it as is.
	must complete work within the second week of the subsequent semester Must request the independent in a timely manner--not after weeks of absences
	N/A
	No suggestions.
	none
	None
	none- it is fine. Maybe more communication with the student about when their incomplete time frame deadline is approaching. I do communicate with my students but students should be reaching out to me to complete it instead of me reaching out to them for them to complete it.
	None, it works fine for me.
	Of the eight to ten incompletes I have given in my career, I have had only one student complete their coursework. Students should get a very short amount of time to complete their coursework and remove their "I" grade.
	One semester to complete
	Per what I do I feel the student should have to complete it by no later than the first 4 weeks of the following semester, otherwise, historically , it usually does not happen.
	Perhaps more recommendations on suggested uses for the I mark.

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	<p>This has nothing to do with changes, but some explanation might be warranted to question 9. I am under the impression that instructors can set the terms of when the incomplete needs to be finished and 52 weeks is the maximum amount of time allotted by the College. I generally only use this mark when a student has had some unforeseen crisis the last couple of weeks of the term (medical emergency, death in family) and there may only be an exam and/or project to complete.</p>
	<p>To my people give I marks without any parameters. In most cases the I mark isn't applicable. Fewer I marks should be issued.</p>
	<p>Unsure. I am unfamiliar with it. I do not use "I" marks. Occasionally giving students "incomplete" grades would not help them succeed. It would only encourage more bad planning.</p>
Information Technologies	<p>52 weeks is way too long of a period. An I mark should only be used if an serious and unavoidable situation prevents a student from completing the course. The only I grade I've given was for a student who had a medical emergency which prevented him from taking the final exam. He took it 2 weeks later and we completed the grade update paperwork. I'd like to see a clear guideline on how much of the class must be completed before an I mark can be assigned, say 66-75%+ of the course. Otherwise the student should just withdraw.</p>
	<p>Better define what happens to the grade, if the student does not fulfill their responsibilities.</p>
	<p>I am not sure</p>
	<p>I believe that an incomplete should be given only under extraordinary circumstances. I have never given an I Grade. I believe that some unforeseen circumstances such as an illness can justify giving an incomplete.</p>
	<p>I would like to be able to limit the amount of time the students has to complete the work. Sometimes a year is too long. I would also like to see the Incomplete (I mark) result in an F instead of a wp if they fail to make up the incomplete.</p>
	<p>It appears the instructor has much discretion to allow or not allow an "I" grade. Sounds fine with me. I see no change as being necessary.</p>
	<p>More flexibility and knowledge among faculty</p>
	<p>n/a</p>
	<p>None</p>
	<p>Remove the "I" and replace with a withdraw.</p>
	<p>Set a time period for the I mark to be completed. If the section missed takes 3 weeks to cover then the student gets 3 weeks to complete</p>
	<p>Students have caught on to the fact that if they don't finish an incomplete it just drops to a WP. I avoid incompletes for this vary reason. in 5 incompletes that I might issue, I'm likely to see 1 that actually is completed in the time frame. My recommendation is that a letter grade based on the work completed and in accordance with the syllabus be issued at the expiration of the time frame. The instructor sets the time frame. It is not automatically 52 weeks.</p>

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	<p>Students need a way to communicate with the instructor or department chair of when they will be making up the class. Then the instructor should have a way to "save" a seat for that student. Currently there are no channels of communication available. How does the student locate the instructor (if an adjunct), or know whom the department chair is, or how to contact them. Perhaps make this option available thru the registration process. This would kick off the communication process.</p> <p>Students should have completed 12 weeks of work in the class and are unable to attend class and complete the last 20% of the course due to medical reasons.</p> <p>The period of time a student has for completing an "I" grade. A period of time such as 6 -8 weeks gives students the opportunity to take care of their distractions outside of school, but is within a reasonable period of time for class closure. The greater the period of time away from school the greater the student-to-school and instructor-to-student disconnect becomes.</p> <p>You make it very difficult for adjuncts. First we have to find our supervisor and get his/her permission then track down student to have them sign form and then turn the form in. Can't remember to whom. Then we have to keep track of student for up to one year and then retrace the steps. As a result of this I have only given one I and will never do it again. I think the student requesting the I should have to complete all the leg work. When you are only at the campus one day a week it is very difficult.</p>
Learning Resources	<p>I have not had a situation in which I've given an incomplete grade. If I do, I'm not clear on the steps I should take to initiate this. In addition to the policy, having a step by step procedure would be very helpful.</p>
	<p>Lessen the time needed to complete an I mark to the end of the next semester in which the student is enrolled, OR 52 weeks.</p>
	<p>None. I give the "I" mark grade with great discretion; typically, no more than one each semester.</p>
Mathematics	<p>- student must have completed about 3/4 of the class with at least a C. - student cannot re-take the whole class. - instructor can set the time frame during which the rest of the course work must be completed, so it can be less than (but not more than) 52 weeks.</p>
	<p>1.) The time period to complete the course should not be for one year but for 180 days following the end of the semester in which the student requests the I. This would allow the student a maximum of two semesters to finish the course. 2.) The final grade should always be a letter grade. An incomplete becomes an F at the end of the 180 day period if no grade change is signed by the instructor. The incomplete request is already an exception, and in my opinion and a privilege, which should carry the responsibility of a grade, not the WP. This isn't a change but a question. As I mentioned, I have my own formal typed contract for the student and me to sign in addition to the OCC form. OCC's policy states "The student is responsible for completing a written agreement with the instructor detailing the requirements to be met for the completion of the "I" before it is assigned.". Are these ever reviewed? Do some instructors use them far too much instead of sparingly as stated? Thanks. Good luck with reviewing and making</p>

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	<p>adjustments to the policy. It has been in need of repair for a long time! Barbara Blass</p>
	<p>8 weeks to complete an I mark</p>
	<p>As an adjunct, I don't give I marks unless the department head approves it. I believe it is a good policy.</p>
	<p>I don't know that we need to change the policy, but we do need clarification. I have had several students tell me that a counselor suggested that they request an I mark. But, the students were failing at the time, and there was no unusual circumstance to warrant an Incomplete. The students simply did not want to pay for the course again. I do not know if a counselor really did suggest this to them or if another student suggested it, but I wonder why they thought that it was a reasonable request.</p>
	<p>I don't use it, so I don't worry about it. The reason why I selected I don't know is that 52 weeks is 364 days, but it says "a year" which is 365 or 366 days.</p>
	<p>I had a student that had a doctor's order for 'no school, work, or physical activity'.because of a difficult pregnancy. I would've like to have had some capability to help her. She was only about 50% through the class, and as an adjunct I have no assurance that I would have this class again in the time frame she needed it. So the only advice I could give her was to drop the class. It seems like the college ought to do be able to do something here.</p>
	<p>I need the counselors not to encourage students to seek incompletes when they are too far behind with out truly extenuating circumstances.</p>
	<p>I only used it one time and it worked fine for that situation.</p>
	<p>I simply want clearer parameters defined so that there is more uniformity among instructors as to when/how to use I. . . .which is exactly what you're doing. Thanks.</p>
	<p>I think the policy should be based on the situation with up to 4 weeks to complete the course work.</p>
	<p>I was under the impression that the teacher and student entered into a contract. In the contract the date could be setto less than or equal to 52 weeks.</p>
	<p>I would like clear guidelines to follow. Some students harass me for an "I" because some faculty members hand them out faster, earlier and more often than others.</p>
	<p>If you make an exacting change, I will follow it.</p>
	<p>It works for me.</p>
	<p>none</p>

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	None @ get his time.
	None thtah I can think of since I never use that.
	None. I have only given an I mark 2 times in my time at OCC. One time for an unforeseen snow day that occurred on the day that this student was planning to take the final early. He never took the final. The contract that we had said that he had to take the final sometime in January upon his return. The other the student was diagnosed with cancer around Thanksgiving. She was struggling to pass due to medical related absences. She is retaking the course.
	Nothing
	Should only be given for extreme circumstances--NOT because student is not doing well, but because student can not attend class for medical reasons or extreme family emergencies. All completed works counts and cannot be redone.
	Students can only receive an I mark if they are passing the course at the time they request it.
	Students must not be allowed to abuse the 'I'-mark. It's use must be reserved as a deserved last resort, only.
	That they are required to complete work and be passion before an "I" is granted
	We should give students 24 weeks to complete an I mark.
Natural and Life Sciences	"I" marks not completed within 52 weeks (or sooner, if indicated on the "I" mark form) should revert to a failing grade ("F"), not a WP. OCC should do away with the WP/WF marks altogether.
	A fairly standard set of benchmarks used across all disciplines to issue an I grade and a consistent application of the policy.
	An institutional policy requiring students to have successfully passed 75% of the course.
	At Southfield campus, I was getting students with a full class make up from other instructors. I was not getting any paper work on what the make up would be for the I so the students had to take the whole course over. I gave one to a student that was in a very serious accident and could not even walk back to class and it was after the withdrawal date. Another student was a soldier called back to Iraq. I think that you should only give a short time (maybe 6 weeks) to make up the I and they should only finish the assignments needed to complete the course, not attend the whole semester. Need to be more specific on what would be could occur for the I to be given to a student.
	defined parameters for all instructors.
	I agree with OCC's policy on I marks
	I don't give I's. Other faculty should have the option to do so if they do so in a reasonable manner.
	I have only given 1 I mark during my 15 years as an OCC adjunct. It was never pursued to completion as far as I know.
	I think that 52 weeks could be enough time for the student to forget the subject. I would go less than 52 weeks.

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	I think that too many students think they qualify for an I after not doing well in 4-6 weeks of the class. They think it is a "free" re-do but it isn't. They need to be passing first of all AND only make-up assignments/exams that they missed. It is not to receive additional instruction. So if they are not passing and are behind, an I is NOT appropriate.
	I would encourage a college-wide policy to help with consistency between faculty, departments, and campuses. I do not, however, know if such a policy would be in conflict with the FMA. If so, I would recommend academic senate establish a recommendation for faculty.
	I would keep the current policy BUT would allow the department chair or dean's office to bend the rules for legitimate extenuating circumstances. Alternately we might try to figure out a policy that would give partial financial credit to students with demonstrated legitimate reasons for being unable to finish a class (a cancer diagnosis, became homeless, lost a spouse), but who had not reached the 70 % attendance mark.
	I would like to see the time limit to be reduced to the instructors discretion but no more than 52 weeks. If the student misses the finishing date, a grade will be assigned by the instructor that will not be appealed to the dean. Also, the course must be completed with the same instructor. It is up to the student to make arrangements to complete the course and attend the appropriate lectures and labs.
	I would like to see the wording changed on the I grade contract - make it clearer that students have at MOST 52 weeks to complete the work, and also clarify the grade assigned when the work is not completed will be at the instructor's discretion (it currently says WP - the last student I oversaw an I grade for was such a good student, even if they did not complete any of the remaining coursework, they would have gotten a C.)
	Inform counselors to stop telling students to ask their instructors for an "I" mark. Students that are failing or have stopped coming to class often ask to be given an I instead of a WP/WF or F. Most were encouraged by their counselors. Thank you for asking for faculty input regarding this issue.
	Just make sure financial aid and counseling are not telling people to ask for an "I" just to keep their financial aid (or other, nonemergency based reasons) instead of earning a failing grade.
	No changes
	none
	None
	NONE
	None, really, but continue to allow faculty to use some individual judgment as long as policy isn't abused. I would not like to see making incompletes any easier to get.
	None. If the benchmarks are applied, there are few difficulties or circumstances that requires the use of this grade. I have some students request and "I", and they are failing the class, or have not attended in a consistent manner. When the benchmark is applied, there is no need to discuss further allowances. I have only given 2 I marks in 20 years of teaching at OCC.

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	<p>None. I think it works well. On the rare occasions students inquire about I marks they do not meet the requirements. I only once in six years of teaching granted an I mark in which the student completed the work and passed the course. Student had an A and attended regularly until he had to have emergency surgery.</p> <p>OCC has a very liberal policy allowing students to withdraw from a class within week of the semester ending and this should be sufficient for those students who have some unfortunate circumstance that does not allow them to complete the course. Do we really need an I mark?</p> <p>One semester to complete I mark</p> <p>Standardize the criteria and enforcement of the standardized criteria by Academic Deans.</p> <p>The I mark should be completed within 1 month of the conclusion of the semester, or longer at the discretion of the instructor.</p> <p>There should be some basic point that all students complete before an I mark is provided, such as 70% course completion with passing grade. However, mandating a specific benchmark would create strife among the faculty. If a faculty member wants to take on the paperwork, etc. of an I grade, then they should have some say over how they administer the mark.</p> <p>To have more explicit standards. I have had students come to me in the third week and ask for an I mark! If we all keep to higher standards, then students will stop asking for silly things and learn that they should not take the class if they know they are sick. Requiring a 70% completion should be required and then if certain instructors want to increase that number they can. For lab classes, it is not possible to get an extra seat for the I mark student at the start of the semester. So the I mark student needs to have completed the majority of the class work and lab work so that there is a seat available for one or two labs that they missed.</p> <p>Would like to see the use be more consistent. I marks should not allow students to retake an entire course - but allow them to complete the small portion of the course that they could not complete during the enrolled semester. Once the remaining course assessments are completed, their final grade (grade prior to I grade assignment + grade of remaining parts of class (weighted appropriately as per the syllabus) = final grade in class.</p>
Nursing and Health Professions	Allow Adjuncts the ability to give "I" marks
	Everyone should follow our example! (Smile)
	I do not use it very often but it has seemed fair in the instances I have employed it. I do not have any problem with the current usage and requirements.
	I have no recommendations.
	I think if a student gets an "I" mark they should correct it within 2 semesters if possible.
	I think students should be required to complete the work within the next term. 52 weeks is too long and easily forgotten by both student and faculty.
	I would like to be able to continue to view each student's case individually.

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	Leave it as is, it provides needed flexibility for unusual circumstances.
	Make the "I" mark dependent on each individual student's personal needs. Having a family member get ill and having to leave the class should not penalize the student especially if it is during the first half of the semester and the student would not be allowed to receive an "I".
	None.
	The "I" mark should be given sparingly and with very specific and legitimate reasons: health issues, legitimate family issues (though how does one qualify this?), substantial reasons for the Incomplete. The student should be required to offer substantial evidence that they, in fact, have a legitimate reason for this request. Re-entry to the course is dependent on available seats. Students must successfully complete the course after re-entry. They cannot receive a "W", "WP" or "WF", only A-F. They may re-take the course for a better grade if necessary.
Public Service	A minimum course completion percentage and a minimum grade.
	Current status if fine with me
	I can't give them so it doesn't matter to me.
	None
	The current policy is working fine for me and my students.
	The time frame per the college catalogue is a 1 year limit. Instructor should be able to require a shorter time frame if appropriate.
Social Sciences	Clarification of the I policy
	Clearly delineated criteria for receiving an I so standards are consistent across the college; an automatic grade assigned by a computer program (i.e., W or F) if a new grade is not submitted by the instructor for the student within the 1-year deadline
	Complete and I mark by following semester (fall/winter) since they should have completed a strong percentage of the work to receive an I mark.
	Criteriabis clear. Allows for instructor decision.
	Fifty two weeks is too long. They should be required to finish the work before the end of the next academic semester.
	Have a consistent application rather than a case by case. Especially given the other marks and grades available,
	I am told that as an Adjunct Professor I am not allowed to give an I grade. I believe that under extraordinary circumstances it should be an option. I would have no problem first discussing the option with the Department Chair for agreement on whether or not an I grade is appropriate and what the conditions are. In the past 10 years I would have considered this twice.
	I have never used it, so it's hard for me to make suggestions. Thanks for asking!
	I think it needs to be more explicit--for example many students tell me that they have been advised to request an 'I' grade when they can't finish the class but it is too late for a refund. I think the policy should have clearer guidelines--e.g. 80% of work finished, documented emergency, etc. while allowing faculty to make exceptions for specific cases. Many departments have rules about not allowing adjuncts to

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award incompletes because of the difficulties that occur if the adjunct doesn't return, but that is applied very inconsistently and it seems inherently unfair.
I think it should be explicit that the majority of coursework should have been completed.
I would like to be able to extend the make-up time past 52 weeks (very, very selectively).
I would like to see fewer I marks on student transcripts. In my experience, a great number of I marks never get completed, as students tend to move on to prioritizing their current classes or dealing with their current life situations rather than trying to tie up loose ends from previous semesters.
I would like to see more than one year to complete the I.
I would prefer explicit language that prohibits faculty from using an I mark to allow a student to take the course for free in a future semester.
It's my understanding that the instructor has the "option" to allow up to a year for a student to complete the necessary course work when given an "I" mark. I'd like to suggest that a more detailed account of what the college would substantiate as an "emergency" is included in the description of grading so that the language is not ambiguous.
make 1 policy for all teachers
more stringent requirements
N/A
none
None
None at this time.
none; very minimal use of the grade in my classes.
None. I think it's a good system, but should be used sparingly.
Of the half dozen or so I marks I have entered over the past 10 years, not one student has fulfilled the agreed upon requirements. I would like to see some kind of institutional followup to help direct students to full fill the requirements.
Only allow its usage under very stringent and extreme circumstances where a curriculum requirements had no chance of being met by the student during its allotted time, especially if the student and his/her family had to face a natural disaster like a flood, a crime situation, sickness, death in the family-Things of that nature. The "I" grade should never be given easily or lightly. The tail of evidence has to be part of the process Documentation to prove that the student was directly impacted, that sort of thing.
Our Department policy does not allow Adjuncts to give "I" marks.
Policy is reasonably flexible, but I would extend the deadline to 60 weeks/ just past a year to deal with processing time and not-perfect-sync between calendars from year to year.
Some specific guidelines that would then be stated in the catalog.

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	<p>some standard. definitely should not be used to repeat the course, but rather to finish some final paper/project. this should be used on a very limited bases</p>
	<p>The current mark works well for me.</p>
	<p>The mark of "I" (Incomplete) is given to a student when s/he has not completed all of the course work as planned for the term and when there is, in the judgement of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. OCC grading policy states that a written contract should be signed by the student and instructor, specifying all work to be completed.</p>
	<p>Two options occur to me. 1) to keep the policy as it is with 52 weeks to finish but make the outstanding elements, necessary for completion, clear so that if another instructor has to oversee the completion it is not muddled. If test 2 is missing and a project, the assignment should be on file. 2) a second I might be in place with the student understanding they have one month or one week to complete. I know there are dates needed before the "I" mark is accepted but the student needs to be informed automatically in some form. Too many over the years have returned to finish after the month or so because there is the one year policy. FYI the reason I kept the progress reports from my earliest years here is that there was no date associated with the "I". I did have students return after 5 or 6 years and request reconsideration.</p>
	<p>Unfortunately I am not very familiar with the I mark. I have never used it mostly because it is my understanding that I must keep track of the time frame for student completion of the work and view this as more responsibility for me than I am willing to bear. It would help to know under what circumstances the I mark would be most useful.</p>
Discipline Unknown	<p>I do not give "I" grades.</p>
	<p>I think there ought to be a standard minimum of the course that has to have been completed prior to the offer of an I, say at least 50% though I'd prefer higher (at least 2/3). The student must also already be passing at the time the I is offered.</p>
	<p>It should not be faculty initiated! The student should request it and the faculty should reserve the right to allow it or not.</p>

APPENDIX:

I MARK IN GRADING FACULTY SURVEY INSTRUMENT

Oakland Community College Faculty Survey on "I" Mark in Grading

1. Which discipline do you work in?

--Click Here--

- Art and Design
- Business
- College Readiness
- Engineering, Manufacturing and Industrial Technologies
- English, Literature and Communication
- Humanities
- Information Technologies
- Learning Resources
- Mathematics
- Natural and Life Sciences
- Nursing and Health Professions
- Public Service
- Social Sciences

2. Are you full-time or adjunct faculty?

- Full-time
- Adjunct

3. Does your current syllabus allow you to give I marks, i.e., Incompletes, in your class?

- Yes
- No
- I don't know.

4. When you give I marks, which one of the following statement is applicable?

- There are specific benchmarks a student must reach before I grant an I mark (e.g., a student must complete 70% of the work with a C or better).
- I review each request on an individual basis.

5. What are the benchmarks you use when giving I marks?

6. **How many I marks have you given since January 2014?**

7. **Have you ever given an I mark that allows the student to take the entire class over?**

Yes

No

8. **What led you to decide to give an I mark that allows the student to take the entire class over?**

9. **According to your understanding of OCC's policy on I marks, are instructors required to give students 52 weeks to complete an I mark?**

Yes

No

I don't know.

10. **What changes, if any, would you like to see to OCC's current I mark policy?**

**This concludes the survey.
Thank you very much for your participation!**