



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

Responsible officer	Dean for Academic and Regional Development	
Contact	Kerry Todd-Smith, Policy Coordinator, kerryt@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
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Effective date	17 October 2018	
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Superseded documents	Incomplete Units Policy: Education and Counselling 2014	
Related documents	Special Circumstances Policy: Education, Counselling and Spiritual Care	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Learning & Teaching

1. PURPOSE

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

2. DEFINITIONS

Key Term or Acronym	Definition
DE	Deferred Assessment
INC	Incomplete

3. SCOPE

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

4. POLICY STATEMENT

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

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

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

5. PRINCIPLES

- 5.1 An Incomplete (INC) grade will only be granted for:
- units with a significant field work or practical component, and then only in exceptional circumstances where the field work or practical component can only be scheduled after the end of the normal academic period; OR
 - research thesis units, when approval has been granted by the Faculty Dean for the work to be submitted after the end of the academic period in which the unit is enrolled.
- 5.2 A student should discuss these circumstances with the lecturer at the beginning of the semester or as early as possible in the arrangement of the field work or practical component.
- 5.3 The lecturer or Faculty Dean will advise the Registrar's Office of the INC on the Result Sheet for the unit and will notify the Registrar's Office of the student's finalised result as soon as possible.
- 5.4 An INC will only be granted for the period of one semester. If a student has not completed the requirements of the unit by the end of the semester following that in which they first enrolled in the unit, the grade will be amended to a Fail (F).

6. RELATED DOCUMENTS AND LEGISLATION

[Special Circumstances Policy: Education, Counselling and Spiritual Care](#)

[Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

[Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3	Academic Board	17 Oct 2018	17 Oct 2018	Updated to reflect change to faculties. Text relating to Deferred Assessment extracted. Policy streamlined and formatted to new template
2	Dean of Education	Feb 2015	Feb 2015	Updated
1	Academic Board	Dec 2014	Dec 2014	New policy

Always **download** this policy anew from the Policies/Student Policies folder on the Morling share drive Policies, as it may have changed.