

PROGRESS CODES & INCOMPLETES

Alverno uses Progress Codes: Satisfactory, Incomplete and Unsatisfactory instead of traditional letter or numeric grades. Progress codes indicate whether students have met defined course outcomes. Progress Codes are not listed on the official transcript.

Progress Code Definitions

- **Satisfactory (S):** successful demonstration of all course outcomes and successful demonstration of all required abilities validated.
- **Incomplete (I):** significant progress made, but course work not fully completed for a final Progress Codes. (See more below)
- **Unsatisfactory (U):** insufficient evidence of demonstrating course outcomes.
 - Instructors must enter a Last Day of Attendance or a date that reflects the students' last substantive academic participation.
 - U Progress Codes are not listed on the official transcript
- **Audit (AU):** not required to complete work; no credits are earned, must be approved by the instructor.
- **Drop/Withdraw (DW):** Students request an official course Withdraw prior to the Last Day to Withdraw.
- **Unsatisfactory Withdraw (UW):** insufficient evidence of demonstrating course outcomes due to student stopping attendance or participation after the Last Day to Withdraw.
 - Instructors must enter a last date of attendance or a date that reflects the students' last substantive academic participation or never attended.
 - UW's may be used in Academic Status decisions

Assigning Incomplete (I) Progress Codes Policy

An Incomplete (I) progress code is assigned at an instructor's discretion when:

- A student has made significant progress toward meeting the course outcomes.
- There is evidence the student could be successful if given additional time.
- Instructors must complete an Incomplete Form documenting the reason for the Incomplete and notify the student via a Blaze generated email of the Incomplete expiration date.
- The Incomplete expiration date must be before the last day of classes in the subsequent term (Fall, Spring & Summer).
- Instructors are not required to allow Incomplete options

Students requesting an Incomplete should:

- Discuss the option for an Incomplete (I) with the instructor of the course.
- Meet with Financial Aid staff to understand the consequences of an Incomplete Progress Code for Satisfactory Academic Progress (SAP) [\[LINK TO POLICY\]](#).
- Plan to fulfill all course requirements in accordance with the Incomplete form.

Incomplete Progress Codes not changed by expiration date will lapse to a U Progress Code.

If an Incomplete course is a prerequisite for a course in the subsequent term the student must do one of the following:

- Successfully resolve the Incomplete (I) before the term begins.
- Drop the course requiring the prerequisite; or
- Seek instructor permission to attend the subsequent course despite not having the pre-req; if the instructor agrees they issue permission in Self-Service or by completing a permit.

Degrees are not posted if Incomplete Progress Codes remain on the record.

Incompletes may be extended as an accommodation in situations that relate to a temporary ADA accommodation or in situations that relate to Title IX [\[LINK TO POLICY\]](#).

To assign expiration dates beyond the last day of the subsequent term, instructors must submit a permit, approved by the Academic Dean with oversight over the course.

In the event an Incomplete (I) Progress code must be applied for all, or most, students in a course due to accreditation regulation, or other program mandates, the instructor should confirm with their Program Director and the Registrar's Office that the course has been approved for this requirement.

Grade Equivalency Reporting.

For undergraduate courses, a Progress code of S equates to a grade of C- or higher. For graduate courses, a Progress Code of S equates to a grade of B or higher. See Grade Equivalency Policy (<https://catalog.alverno.edu/acadpol/gpe/>) for further details.

Progress Codes & Incompletes Nursing Programs

Progress Codes: Satisfactory, Incomplete, and Unsatisfactory Course Progression

POLICY:

Successful student progression in nursing programs is based on students' achievement of course outcomes as outlined in each course syllabus and requires a pattern of effective demonstration of abilities in practice, criterion-referenced projects and key assessments of performance, and objective assessments. If there is an identified pattern of a student's difficulty in meeting these requirements, strategies to strengthen necessary abilities may be required before the student is allowed to progress in the program. These strategies may be documented in an individualized Learning Agreement.

The student is responsible for fulfilling the requirements of the Learning Agreement. The undergraduate student is expected to complete assigned coursework within the constraints of course calendars. An incomplete (I) progress code is assigned at the discretion of faculty when, due to extraordinary circumstances, a student is prevented from completing all required coursework on time.

A student anticipating the need for an "I," is responsible for initiating the conversation with faculty. Typically, an "I" is assigned when only a minimal amount of work remains to be completed. The administration of an "Incomplete" progress code may only occur in accordance with

college policy. A student will be dismissed from the Nursing Major (N or NRS) if unsuccessful (U or UW) in a combination of two (2) 300-level or higher natural science and/or 200-level or higher nursing courses. If a student receives their second U in what would be the student's intended/anticipated final semester, the student will not be dismissed from the major. If the student receives a third U after being allowed to continue in the major, a decision about the student's progression in the major will be made on an individual basis.

PROCEDURE:

- All requirements for success in any given course are outlined in the course syllabus.
- If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a Mid-Semester Progress Report. The student is often asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.
- If a student chooses to drop a course, the student must (a) do so by the "drop date" and (b) follow the formal procedure for dropping courses as required by the Registrar's Office. The academic calendar identifies the "last day to drop a course." To drop a course, the student must do so in writing through the Registrar's Office. A drop form is available on the Registrar's Office webpage under Forms or in the Registrar's Office. The student can also email the drop to registrar@alverno.edu.
- An Incomplete (I) progress code is only administered in accordance with college policy.

Appeal of Unsuccessful Progress Code:

- The student follows the Conflict Resolution policy in the corresponding Policy & Procedures tab, if they disagree with a course progress code. If unable to come to a satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of the Undergraduate Admission and Advancement Committee (UGNAA).
- If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, the student wishes to appeal the U, they may send a letter of appeal and supporting documents to the Chair of UGNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session) but not later than 10 days after the progress code of U was made available to the student by the Registrar's office.
- The Chair of UGNAA has responsibility for inviting the course faculty to a UGNAA meeting to discuss the student's progression in their course and justification for the administration of the unsuccessful progress code.
- The Chair of UGNAA has the responsibility for scheduling and inviting the student, in writing, to a UGNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to UGNAA in writing.
- The Chair of UGNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a maximum of 30 uninterrupted

minutes to present their perspective and evidence to UGNAA (b) UGNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsuccessful progress code will not be present during the meeting.

- The Chair of UGNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
- To allow sufficient time for consideration, the Chair of UGNAA must distribute any and all written information pertaining to the unsuccessful progress code provided by the student and course faculty no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed.
- UGNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
- The Chair of UGNAA will notify the student, in writing, of UGNAA's determination within 10 working days of that determination. The Chair of UGNAA is also responsible for notifying the course faculty, program Director, the Dean of Students, the Director of Academic Advising, and the Dean of the JMSNHP of the Committee's determination.

Second Level of Appeal: If the student does not accept UGNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving UGNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and UGNAA as appropriate. The Dean carefully considers the findings of the investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision.

Third Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President of Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, this appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, program Director, Chair of UGNAA, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of the decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, the Dean of Students, the Director of Academic Advising, and the Dean of the JMSNHP of the determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsuccessful progress code may be

overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of UGNAA, and if needed, UGNAA as-a-whole to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Dismissal Resulting from Unsuccessful Progression: UGNAA reviews the progression of all students earning a “U” (or UW) in any given semester. A student earning a “U” (or UW) in a combination of two (2) 300-level or higher natural science and/or 200-level or higher nursing courses will be dismissed from the Nursing Major (N or NRS) by UGNAA. The student is notified of dismissal from the JMSNHP by the Chair of UGNAA, in writing, within working 5 days of UGNAA’s decision. The Chair of UGNAA is also responsible for notifying the Director of Undergraduate Programs, Dean of JMSNHP, Dean of Students, and Director of Academic Advising.

First Level of Appeal: If the student does not accept their dismissal from the undergraduate nursing program or is not satisfied that due process was fully or properly applied, they have the right to appeal. If the student wishes to appeal, they must send a letter of appeal with supporting documentation to the Dean of JMSNHP within 10 working days of receipt of the notice of dismissal. Upon receipt of the student’s letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student the opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the Chair of UGNAA as well as the Program Director and/or relevant course faculty, as appropriate. The Dean carefully considers the findings of the investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision.

Second Level of Appeal: If the student does not accept the determination of the Dean of the JMSNHP or is not satisfied that that due process was fully or properly applied, they may submit a letter of appeal to the Vice President of Academic Affairs (VPAA) within 10 working days of receiving notice of that Dean’s decision. The second appeal is not intended to reconsider the substance of the case. Instead, this appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, the Dean of the JMSNHP, the Program Director, and/or the Chair of UGNAA, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing within 5 working days of their decision. The VPAA is also responsible for notifying the Dean of the JMSNHP, Program Director, Dean of Students, and Director of Academic Advising of the determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the dismissal may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with that Dean, and if appropriate, the Program Director, Chair of UGNAA, and/or the UGNAA Committee to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.