

## **Policy Changes for Grades of Audit (X) and Incomplete (I)**

### **Audit (X)**

The form for permission to audit a class (take the course without exams and without receiving a standard letter grade) must now be received and processed by the campus Student Services Center on or before the Census Date, the last day to drop with refund, which occurs at the 15% point for the class session. This is a major change since permission to audit could previously be processed up to the last day for students to withdraw or be withdrawn from a class without grade penalty, which occurs at the 60% point in the session.

As before, audits occur only with the permission of the instructor and with the approval of the dean. **NOVA Form 125-012 (Auditing a Class: Permission to Audit)** has been updated <http://www.nvcc.edu/forms/pdf/125-012.pdf>.

### **Incomplete (I)**

There are several changes that now apply to assigning a grade of Incomplete (I). Students must have satisfactorily completed more than 60% of the course requirements. They must complete the remaining course work by the end of the subsequent term, which now includes the summer session. If no further work is completed, a grade of “A” is no longer an option.

As before, the “I” grade should only be assigned only if a student is unable to complete a course due to unavoidable, verifiable circumstances. It is assigned only at the discretion of the instructor and with the permission of the dean. The instructor must clearly specify the work to be completed and must indicate the grade to be awarded if no further work is completed. Please remember that the instructor may not directly enter the “I” grade into the SIS. Instead, the instructor must complete **NOVA Form 125-076 (“I” Grade Assignment)**, an updated version of which is available at <http://www.nvcc.edu/forms/pdf/125-076.pdf>.

Overall, these changes in policy for Audits (X) and Incompletes (I) are aligned with NOVA’s renewed emphasis on the importance of students completing their collegiate work, at both the course and program level, in a successful and timely manner.