

Incomplete-Crisis (IC) or Withdraw-Crisis (WC): What is My Best Option?

BACKGROUND

In response to COVID-19 and tornado-related issues, Arkansas State University has developed additional options for students as they navigate through the remainder of the Spring 2020 semester. Students who have COVID-19 and/or tornado-related issues that prevent them from completing their courses during the Spring 2020 semester have options to finish the semester past the Spring 2020 end date to complete the courses [Incomplete-Crisis (IC)] and/or choose to withdraw from a course(s) [Withdraw-Crisis (WC)].

Please remember that everyone's situation is unique and that the best option for one student might not be ideal for the next. We strongly encourage you to reach out to your advisors, mentors, and campus supports before making a final decision. We are here to support you.

Questions? Email registrar@asun.edu

DEFINITIONS

Incomplete-Crisis (IC) Grade:

A student is eligible for a grade of incomplete-crisis (IC) when a crisis situation prevents completion of a course within an academic term. Courses for which IC is assigned do not count toward Grade Point Average (GPA) calculations.

Withdraw-Crisis (WC) Grade:

Students who choose to officially withdraw-crisis from courses after March 16, 2020 and before April 27, 2020 accept all tuition, fees, and charges associated with the courses. Courses for which WC is assigned do not count toward Grade Point Average (GPA) calculations. Students who choose to withdraw-crisis (WC) from a course or all courses and have received Title IV funds will not be subject to additional charges due to the requirement of ASU-Newport to calculate unearned money via the return to Title IV calculation.

QUESTIONS

How do I decide whether the IC or WC option works for me?

Here are 3 steps for deciding whether the IC/WC option will work for you:

- **Step 1:** Consider the implications of the IC/WC option for your longer-term academic and professional goals. Your advisor, instructor, dean, or licensing program directors are good resources for this.
- **Step 2:** Weigh the financial implications of the IC/WC option. If you have federal financial aid, a scholarship from an on- or off-campus entity, or are receiving services on campus, check with those areas to see if there are particular requirements around letter grades for the support you're receiving.

Financial Aid: financialaid@asun.edu

Scholarships: scholarships@asun.edu

Advising: academicadvising@asun.edu

- **Step 3:** Once these important considerations have been taken into account, make a decision regarding your options on or before noon (12:00 pm CST) on Monday, April 27, 2020.

How does an IC impact my grade point average (GPA)?

- If you select the IC option, the grade will not be included in the calculation of your grade point average for the Spring 2020 semester.
- If changing life circumstances and the transition to online education has disrupted your lab work, projects, or other requirements, the IC option will provide you the opportunity to complete your coursework by December 2, 2020.
- The course will be listed on your ASUN transcript with an "IC".

How does IC impact academic standing?

- Academic standing is impacted by graded courses and attempted/earned courses. Courses that are taken as IC only impact your percentage of completion (PACE) and does also impact academic standing.

Do I have to take all of my classes one way, or can I do the usual letter grade for some and IC for others?

- You can apply this option to any individual course or all courses for Spring 2020.

Under what circumstances might I benefit from taking the IC option?

- You would normally take the IC option to prevent a lower letter grade from affecting your GPA.
- If you are satisfied with your final letter grade, you may not want to make any changes.
- If you are unsure, please contact the following:
 - Financial Aid: financialaid@asun.edu
 - Scholarships: scholarships@asun.edu
 - Advising: academicadvising@asun.edu

How will this impact my applications to licensure programs, future employment, or transfer to another institution?

- These changes can be explained as part of the extraordinary circumstances of the 2020 novel coronavirus (COVID-19) worldwide pandemic and/or tornados experienced in April 2020. Students around the world are facing similar circumstances with accompanying changes to their transcripts as they complete their college educations.
- However, degree programs that lead to professional licensure may require students to keep the letter grade submitted at the end of the course and prohibit students' option to convert their grade.

Will this impact my scholarship or financial aid?

- Choosing IC will have no negative impact on your federal financial aid or state scholarships and grants.

I've decided to change my final letter grade to an IC option. How do I do that?

- The IC option is available until April 27, 2020 only.
- Complete the [online form](#) and submit it by noon (12:00 pm CST) on April 27, 2020.
- Once I submit the online form, all submissions are final.
- Questions concerning this form please contact the Dean for Student Success and Registrar at registrar@asun.edu .

What if I simply want to withdraw from course(s) this semester and not utilize the WC or IC process?

- ASUN extended the deadline to withdraw from classes to April 27, 2020. A Withdrawal (WC) will be listed on your transcript, but will not affect your GPA. Neither a WC nor an IC will result in a tuition refund. To withdraw from a course please contact your instructor and/or advisor. NOTE: Students have the option for a W, a WC, a I, and IC up until April 27, 2020.
- Please know that you must continue participating in your courses online (remotely) for the remainder of the Spring 2020 semester. Dropping, withdrawing, or failing to participate in your courses could cause you to lose eligibility for financial aid or negatively impact your eligibility for future terms due to the Satisfactory Academic Progress policy.
- To access the traditional ASUN Withdraw Request Form, [click here](#).

General Information

How will course grades be assessed this semester?

- Grades will be assigned in accordance with the grading system forth in the ASUN Academic Catalog. Click [here](#) to view the grading system on page 207.

Resources

[ASUN Academic Catalog](#)

[ASUN Academic Calendar](#)

[ASUN Financial Aid: Satisfactory Academic Progress Policy](#)

[Request for Grade of Incomplete-Crisis Form](#)

[Withdraw-Crisis Request Form](#)