

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

### BACKGROUND

In response to COVID-19, Arkansas State University has developed an additional option for students as they navigate through the remainder of the Fall 2020 semester. Students who have COVID-19 related issues that prevent them from completing their courses during the Fall 2020 semester have options to finish to extend the end of the semester to complete the courses via the Incomplete-Crisis (IC).

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](mailto: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 (W) Grade:

Students who choose to officially withdraw from courses after September 8, 2020 and before November 27, 2020 from courses accept all tuition, fees, and charges associated with the courses. Courses for which a withdraw (W) is assigned do not count toward Grade Point Average (GPA) calculations. Students who choose to withdraw(W) from a course or all courses and have received Title IV funds could be subject to additional charges due to the requirement of ASU-Newport to calculate unearned money via the return to Title IV calculation. Note: Certain adjustments may be made to this directive to accommodate special populations. Adjustments must be approved by both the Vice Chancellor of Student Affairs and the Vice Chancellor of Academics.

### QUESTIONS

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

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

- **Step 1:** Consider the implications of the IC 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 or W 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](mailto:financialaid@asun.edu)

**Scholarships:** [scholarships@asun.edu](mailto:scholarships@asun.edu)

**Advising:** [academicadvising@asun.edu](mailto:academicadvising@asun.edu)

- **Step 3:** Once these important considerations have been taken into account, make a decision regarding your options on or before 4:30 p.m. on Friday, November 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 Fall 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 May 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) does 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 Fall 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](mailto:financialaid@asun.edu)
  - Scholarships: [scholarships@asun.edu](mailto:scholarships@asun.edu)
  - Advising: [academicadvising@asun.edu](mailto: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. 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 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 a IC option. How do I do that?**

- The IC option is available until November 27, 2020 only.
- Complete the [online form](#) and submit it by 4:30 p.m. November 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](mailto:registrar@asun.edu) .

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

- ASUN extended the deadline to withdraw from classes to **November 27th**. A Withdrawal (WC) will be listed on your transcript, but will not affect your grade point average. Neither a WC nor an IC will result in a tuition refund. To withdraw from a course please contact your instructor and/or advisor.
- Please know that you must continue participating in your courses online (remotely) for the remainder of the Fall 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](#)