SPA MPA and MCJ Policy on Course Completion
Retaking Courses, Incompletes, and Withdrawals
Effective Spring 2013
(This policy Governs all courses taken beginning spring 2013)

Retaking Courses. A student may retake no more than two courses during the course of the degree program, regardless of whether the need for a retake results from a low grade, an incomplete, or a course withdrawal. Discretion is considered by the program administrator for exceptional, documented circumstances (i.e., military deployment, major medical emergency). If a student has exhausted the option to retake two courses and fails to meet program standards, the student will be suspended or dropped from the program.

A student who receives a letter grade for a course that is too low to qualify for credit may retake the course once. Both grades will be used to calculate the student’s overall GPA. To retake a course, the student must re-enroll and pay tuition and fees for the course again.

Incompletes. An Incomplete may be granted when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control. The course instructor has discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will grant Incompletes. In addition, students in online courses should be aware that they will not have access to the course shell after the ending date of the course, and so incompletes are not available for work that must be completed using the course shell.

If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within one year by completing an “Incomplete Contract”. The student may not “sit in” on the class in subsequent semesters.

Once the coursework is completed, the instructor will change the grade to a letter grade. The Incomplete notation will appear along with the final grade on the student’s transcript. If the coursework is not completed within a year, the Incomplete will automatically change to an F unless the student and the instructor have agreed in writing to an extension.

A student may be granted no more than two Incompletes during the course of the degree program, absent documented exceptional circumstances and approval by the director of the degree program. No Incompletes may be granted in capstone courses.

Drops and Withdrawals. Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar each semester. Students are responsible for knowing these
Students can drop a course during the first week of the semester without being assessed full tuition and without having the course appear on their transcript. Students who drop a course after the first week but before census date may drop in the UCDAccess portal, but a drop charge will apply. Students in intensive format classes must drop prior to the third class meeting to be eligible for a tuition adjustment.

After census date (typically two weeks after the start of classes), the student may withdraw from the course by submitting a Schedule Adjustment Form with the signature of the instructor. A “W” will appear on the student’s transcript.

If the request to withdraw is made after when the registrars’ office requires a dean’s signature, the student must file a Late Drop Petition, in addition to a completed Schedule Adjustment Form, in order to obtain special approval from the program director and the Dean’s office. Students will not be allowed to drop after that date simply because they are failing the course; it is the student’s responsibility to work with the instructor to determine if the course should be dropped due to failing grades prior to that date. If the student is permitted to withdraw, a “W” will appear on the student’s transcript. Please refer to the University’s academic calendar for specific dates.

No tuition reimbursements are available for withdrawals made after census date, and students may be required to repay financial aid received. Students who believe their circumstances justify an exception to financial obligations may appeal to the university’s tuition appeals coordinator.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of “F” for the course.

A student is allowed to withdraw from no more than two courses during the course of the degree program, absent documented exceptional circumstances and approval by the director of the degree program.

**Retroactive Grade Changes.** Students are not permitted to request grade changes for courses in which a final letter grade (other than an incomplete) has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.