

POLICY NUMBER: III-XIII

POLICY TITLE: Completion of NUR 2960 with an Incomplete (“I”) Grade

LEGAL AUTHORITY: Miami Dade College Manual of Procedures, MOP 10-04, Section V – Incomplete Grades; [Miami Dade College ASN Student Handbook](#)

DATE OF LAST REVIEW: 06/2025

III-XIII Completion of NUR 2960 with an Incomplete (“I”) Grade

Purpose:

To outline the process and expectations for students assigned an Incomplete (“I”) in NUR 2960: Senior Seminar, ensuring timely course completion and compliance with graduation and licensure requirements.

Policy Statement:

A student who receives a grade of “I” in NUR 2960 must complete all assigned course requirements by the end of the next major term (Fall or Spring) to convert the “I” grade to a letter grade. Failure to complete the requirements by the deadline will result in an automatic assignment of an “F.”

Procedure:

1. Grade Change Deadline:

- Students must complete all outstanding coursework by the posted deadline.
- The instructor must submit a completed Grade Change Form and Incomplete Contract (signed by student and instructor) to the Admissions and Registration Office before the end of the next major term (Fall or Spring).

2. Graduation and Licensure Notification Delay:

- Students with an “I” in NUR 2960 will not be eligible for graduation until the incomplete grade is resolved with a passing letter grade.
- Graduation will not be retroactively applied to a prior term. The degree will be conferred at the end of the semester in which all requirements are met.
- Graduation will be deferred to the end of the semester in which all requirements are completed, and the final grade is posted.
- Students’ names will be submitted to the Florida Board of Nursing only after graduation has been officially processed, which occurs at the end of the semester in which all requirements are completed.

3. Course Repeat Restriction:

- Students may not register for NUR 2960 again until a final grade (A, B, C, D, F, S, P, or U) has been officially posted.
- To complete NUR 2960, students are required to enroll in and complete an approved NCLEX review course, including all associated modules, assignments, and assessments of the review course.
- Additionally, students must submit proof of completion to the faculty of record.
- Students also must achieve ATI Virtual ATI “Greenlight” status.
- Students must maintain access to Virtual ATI (VATI) until “Greenlight” is achieved. If access to ATI expires, the student is responsible for any renewal fees.

Responsibilities

Faculty Responsibility

It is the responsibility of the course faculty to:

- Monitor student progress toward completion of assigned requirements.
- Maintain regular communication with students regarding outstanding assignments and deadlines.
- Submit the completed Grade Change Form and Incomplete Contract to the Admissions and Registration Office once all requirements have been met.

Student Responsibility

Students are responsible for:

- Completing all assigned coursework and NCLEX review requirements by the established deadline.
- Maintaining communication with faculty and responding promptly to any follow-up requests.
- Ensuring that ATI “Greenlight” is achieved and verified prior to the submission of the grade change.
- Covering any renewal costs for VATI access if necessary.

Chair Responsibility

The Department Chair is responsible for:

- Assisting in the oversight of incomplete grade follow-ups and ensuring compliance with institutional policies.
- Confirming that graduation processing is aligned with the completion of course and licensure eligibility requirements.

Student Acknowledgment

Students who receive an Incomplete (“I”) in NUR 2960 must review and sign the following acknowledgment to confirm their understanding of the policy:

Student Acknowledgment of NUR 2960 Incomplete Grade Policy

I, _____ (Student Name), have received a grade of “I” in NUR 2960: Senior Seminar. I acknowledge and understand the following:

- I must complete all assigned coursework and achieve ATI “Greenlight” status by the end of the next major term (Fall or Spring).
- I will not graduate until my final grade is officially posted, and my graduation will be processed at the end of the semester in which I complete all requirements.
- My name will not be submitted to the Florida Board of Nursing for licensure eligibility until graduation has been officially processed.
- If I do not complete the requirements by the deadline, my “I” grade will automatically convert to an “F.”
- I am responsible for all VATI access fees if my subscription expires before I achieve “Greenlight” status.

Student Signature: _____

Date: _____

Student ID#: _____

Faculty Signature: _____

Date: _____