

SAINT BEDE'S ANGLICAN CATHOLIC THEOLOGICAL COLLEGE

INCOMPLETE POLICY

1. If a student has a valid, extenuating circumstance and they believe that they will not be able to complete the coursework in time, a student may request an Incomplete grade for the course.
2. To qualify, students must have completed at least 50% of coursework by the time of the request.
3. Requests must be submitted no later than the last day of class.
4. Students must have been maintaining a satisfactory (passing) status in the class.
5. Missed assignments will need to be completed and submitted within two weeks of the last day of class. Assignments not submitted by the end of the two weeks will receive a failing grade for the assignments, and the "I" grade for the course will change to "F."
6. Requests for an Incomplete need to be approved by the Instructor, Dean, and Administration.

COURSE UNIT POLICY

St. Bede's courses are entirely online, with instructional content (lecture activity--written, video, or audio) uploaded within each course. One week of lecture material is considered equivalent to 1 hour of instruction. Assignments, posts and tasks are equal to 2 hours of student homework per week. While course participation is essentially *asynchronous* (i.e., students participate and complete tasks on their own - instruction is not delivered in real time and in person), *synchronous* presentations (i.e., through scheduled participation and in-person, e.g., Zoom sessions), may be set up at the discretion of the instructor.

One course is equivalent to one unit.

These policies were approved by the Board of Regents on September 16, 2020.