Area: Instruction

Policy Name: Incomplete Grade

Policy Statement: This policy defines and establishes the use of an Incomplete Grade “I” designation in specific instances.

Procedures: Under certain circumstances, a student may have an Incomplete (“I”) designation reported at the end of a semester term. The purpose of this policy is to provide an opportunity for a student to satisfactorily complete course work when extenuating circumstances (such as an extended illness or other circumstances beyond the student's control) prevent successful completion within the standard academic semester.

An instructor may provide a student the opportunity to have an Incomplete when s/he determines the student's circumstances warrant this consideration and the student has completed a significant amount of the assigned coursework for the class.

The Incomplete Grade policy is meant to be used in cases where the student regularly attended the class as able, made reasonable efforts to complete assigned work on time and is not pursuing the Incomplete simply because of dissatisfaction with his/her final grade.

The instructor and student shall work together to develop a written plan identifying what work must be completed and expected due dates for this work [the maximum length of time for completion is one semester, but the instructor may develop a plan with a shorter time frame].

The instructor completes the Incomplete Grade Form and submits it to the Registrar. The form will ask the instructor what the student's final grade would be if the Incomplete is not finished as agreed. If the student does not complete, this grade will be entered by the Registrar.

The student will be notified of any change of grade by an “Issued to Student” transcript.

Contact: Vice President of Instruction and Vice President of Student Services

Related Form(s):

Adopted: September 22, 2014

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