



### Academic Policy

<b>Policy Type:</b>	Incomplete Grade
<b>Policy Number:</b>	AC-1003
<b>Date Adopted:</b>	10/1/2004
<b>Version:</b>	6.00
<b>Review Cycle:</b>	Annual Date
<b>Last Reviewed:</b>	3/25/2024
<b>Office Responsible:</b>	Academic Deans' Office
<b>Reviewing Committee:</b>	Academic Council
<b>Related Policies:</b>	NA
<b>Related Laws:</b>	NA

### **Policy Summary:**

This policy defines and establishes the use of an Incomplete Grade "I" designation in specific instances. An Incomplete Grade form must be used when initiating an "I" grade designation.

### **Definitions:**

**I-Incomplete:** The "I" grade designation is designed for students with extenuating circumstances to complete the course requirements after the semester or session has ended. The "I" grade must be submitted at the same time as final grades are due. "I" grades cannot be retroactively assigned.

### **Policy Statement:**

Students may receive an "I" if, the course objectives are to be satisfactorily completed during the next semester or within a shorter period of time as determined by the instructor. The instructor and student shall work together to determine when the work is to be completed taking into consideration any extenuating circumstances which may cause the one semester to be extended; however, a due date is required and may not exceed one year. If the student does not complete the course within the designated period, the Registrar will replace the "I" grade with the earned grade as originally assigned by the instructor on the Incomplete Grade form after one year.

The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded or reregister for the course.

The Incomplete Grade form is initiated by the instructor. The incomplete form is to be submitted to the Registrar. The Registrar shall maintain a process, at the end of each semester, to verify the completion status of any pending "I" grades.

In the event of a college emergency where an academic term has to be altered after the term has begun, special considerations and exemptions will be used when Incompletes are issued. The college reserves the right if such an event occurs to administratively assign Incompletes as needed.



If an Incomplete Grade Form is not filed, to facilitate the replacement of the “I” grade in a timely manner after one semester the “I” grade will be changed to a 0.0 grade by the Registrar.

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

**Change Log:**

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
10/01/2004	1.0	Initial Release	
11/26/2012	2.0	Academic Council Review	C. Beacco
1/5/16	3.0	Academic Council	J. Frew
1/5/17	4.0	Reviewed/No Changes	J.Frew
3/25/20	5.0	Edits due to COVID-19 Operational Changes	J.Frew
3.25.2024	6.0	Reviewed/ Removed Deans Council from Reviewing Committee	Z. McNitt