

# Incomplete Grade Policy

<b>Policy Number</b>	600.18.02	<b>Custodian</b>	Academic Dean
<b>Approved Date</b>	5/17/2022		
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<b>References:</b>			

## 1. Purpose

To outline the college's approach to providing consistent and fair considerations for awarding incomplete grades.

## 2. Persons Affected

- 2.1. Students
- 2.2. Faculty
- 2.3. Staff

## 3. Policy

This policy is to ensure the following:

- 3.1. Faculty can award an incomplete grade when students experience extenuating circumstances.
- 3.2. Faculty have sole discretion in awarding an incomplete grade.

## 4. Definitions

- 4.1. Extenuating circumstances. Unforeseen conditions or events beyond a student's control that have a direct and substantial impact on a student's ability to meet academic requirements. Examples of extenuating circumstances include a sudden or acute physical or mental illness, severe injury of self or significant others, death of a relative, or other personal or family crisis. Extenuating circumstances must be documented.

Extenuating circumstances do not include personal or family events such as holidays or weddings, academic or exam stress, or transportation or technological difficulties.

- 4.2. Incomplete Grade (I). A nonpunitive grade awarded by a faculty member during the last quarter of the semester.
- 4.3. Incomplete Contract. A written agreement between a faculty member and student defining the time and way the student will complete the course requirements.

4.4. Incomplete Grade Requirements. A faculty member may award a student an incomplete grade if the student meets all the following criteria.

- Has an extenuating circumstance that prevents the student from completing the remainder of the required coursework by the end of the current semester.
- Has completed at least 70% of course work with a passing grade.
- Has a reasonable probability of passing the course after completing all required coursework.

An incomplete grade is not allowed for the following reasons or circumstances.

- Personal convenience
- Student attendance issues
- To try to get a better grade with more time
- The student needs to repeat the course.
- The student cannot complete the coursework without attending the class again.

## 5. Procedures

- 5.1. Students request an incomplete grade from their faculty by the last day to withdraw date posted on the academic calendar.
- 5.2. If the faculty member determines the circumstances warrant awarding an “I” grade, the faculty member and student discuss guidelines, conditions, and time limits for course completion and the consequences of failing to complete outstanding coursework. Faculty have the right and responsibility to set deadlines for the completion of coursework. The faculty member may grant an extension of as little as one day or at most to the end of the following semester.
- 5.3. The faculty member and the student complete the Incomplete Contract together. They both keep a copy of the contract.
- 5.4. The student submits a copy of the contract to the academic dean and the registrar.
- 5.5. The student submits coursework according to the deadlines in the Incomplete Contract.
- 5.6. The faculty member awards a grade based on the coursework completed according to the deadlines in the Incomplete Contract. Faculty are not obligated to grant additional time or serve as faculty for the course beyond the end of the contract.

An “I” grade automatically changes to an “F” at the end of the following semester if the faculty member has not awarded a different grade.

- 5.7. Students who wish to retake the course must re-register and pay tuition again. Students are not allowed to sit in on future offerings of the same course without re-registering.

## Revision History

Rev. Date	Rev. No.	Revision
5/18/2022	.02	Defined "extenuating circumstances" and refined the process.