



Title:	Incomplete Grade Policy
Effective Date:	01/01/2025
Last Revision Date:	N/A
Office:	Academic Affairs

Incomplete Grade Policy

Purpose and Definitions

The grade of "I" (Incomplete) is a temporary grade assigned only when a student has been doing satisfactory work in a course but, for reasons beyond the student's control (such as documented illness, personal emergency, or military service), is unable to complete a portion of the required coursework by the end of the academic term.

The "I" grade is not to be used to allow a student to retake a course, fix poor work, or complete required coursework missed due to poor time management or attendance issues.

In emergency situations or the need for administrative action taken by the College, the institution reserves the right to administratively assign a grade of "I." This exception ensures that students are not penalized with a failing grade due to institutional or regional crises that make normal communication and course completion impossible.

Criteria for Granting an Incomplete

To be eligible for an "I" grade, the student must meet the following criteria:

- The student must request the "I" grade on or after the College withdraw date and prior to the final examination (or other concluding work for a course that does not offer a final exam).
- The student has satisfactory coursework within the course.
- A final grade has not been awarded for the course.
- The instructor must approve the request and complete an Incomplete Grade Contract Form with the student.
- The completed Incomplete Grade Contract Form and supporting documentation must be reviewed and officially approved by the appropriate School Dean before the "I" grade can be officially confirmed by the Registrar's Office.

Incomplete Grade Contract

The faculty member and the student must complete and sign an Incomplete Grade Contract Form



including:

- Student documentation of the exceptional circumstances preventing course completion.
- Instructor list of remaining assignments, exams, or coursework needed for the student to complete the course.
- The specific due date for the completion of all outstanding work. This date cannot be later than the established date on the College's academic calendar without approval of an extension by the School Dean.
- Failure to complete the required work by the agreed upon due date will result in the "I" grade being changed to a grade of "F."

Resolution and Time Limit

- The student is responsible for completing the work and submitting it to the instructor by the agreed-upon deadline.
- The instructor will submit a Change of Grade Form for the final grade to the Registrar's Office upon completion of the work.
- If the required work is not submitted by the deadline, the temporary grade of "I" will automatically be changed to a grade of "F".
- The "I" grade has no value in computing the grade point average but is counted in hours attempted. Students do not re-enroll or pay tuition to complete coursework associated with the "I" grade. An "I" grade cannot be transcribed onto a student's transcript.
- Re-enrolling in a class will not prevent an "I" from being changed to an "F". If the course is repeated, the grade of "F" may be removed from the grade point average.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	12/05/2025	01/01/2025
X	College Leadership Committee	12/05/2025	01/01/2025
X	Academic Affairs Committee	11/21/2025	01/01/2025

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