

<b>SUBJECT:</b>  Incomplete Grades	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-027
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Faculty/Division Chairs	

**I. Purpose and statement of operational policy underlying the procedure.**

Incomplete “I” may be given by an instructor in response to a written request from a student who has completed a significant portion of a course’s work but cannot complete the course because of serious extenuating circumstances. The grade “I” must be changed to a letter grade before the deadline published in the academic calendar for the next semester in which the student is enrolled. Before giving an “I” grade, the instructor should make clear to the student what work remains to be done, and by when. It is the student’s responsibility to submit the required work in time for a grade to be assigned.

If the required work is not completed by the published deadline, the “I” will be changed to an “F.”

**II. Applicability/Scope**

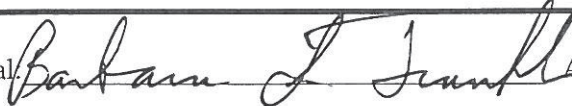
Students who have completed 75% of a course at a level of C or above, and who face an emergency which may prevent them from completing the course work in a timely fashion. The instructor must give permission.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Student	Files a written request to the faculty member to receive an incomplete, clearly stating special circumstances with documentation	Completed at least 75% of the course and before the final examination or the date for grade submissions
Faculty member	If approves the request, files an Incomplete form with the Division Chair	By the date for grade submissions for the term
Registrar	Records the Incomplete, files the submitted form	Grade report period
Student	Submits the completed work to the instructor	No later than the deadline in the College calendar the following academic term
Faculty Member	Reviews the submitted work, calculates the grade for the course, submits the grade change on the official form with documentation to the Division Chair	No later than two weeks after submission of work by the student
Division Chair	If approved, submits to the CAO	No later than one week after receipt
CAO	If approved, submits to the Registrar	No later than one week after receipt
Registrar	Records grade change, or, if there is no submission of a grade change, ensures that the grade turns to an F	No later than the end of the term immediately following

**IV. Related policies/References for more information**

College Catalog

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	