

### 3357:13-14-264 Issuing the Grade of Incomplete

- (A) The grade of Incomplete indicates that a student has not completed a small (approximately 20%) of course requirements due to uncontrollable circumstances. The grade of Incomplete [I] is permitted in a course where the level of work done up to the point of the [I] is passing, but not all the work of a course has been completed by the time final grades must be submitted, for reasons of health or extreme emergency, and for no other reason.
- (B) The decision whether or not to grant an [I] grade in a course is within the purview of the faculty for that course as its issuance equates to a contract between a student and instructor (see Incomplete Grade Agreement Form [14-264a](#)). A student may request the grade of [I] after the last day to withdraw only in verifiable cases of emergency when the student is unable to complete the course due to extenuating circumstances that occur during the final weeks of the course.
- (C) Procedure:
- (1) Student must request the Incomplete (I) grade from the instructor after the last day to withdraw but before grades are issued for the course enrolled.
  - (2) Faculty must determine if issuing an (I) meets the criteria and is a feasible solution to promote the student's success.
  - (3) If the faculty member determines an (I) is appropriate, the faculty member will meet with the student determine the work needing to be completed and the time line due date(s) for the work. Course work should be completed at the earliest possible time but not later than five weeks into the following term in which the (I) grade was received.
  - (4) The student and faculty must sign a contract outlining the discussion described in bullet point (3). Both the faculty member and student should retain a copy of the Incomplete Grade Agreement.
  - (5) Faculty signature signifies that the faculty member agrees to answer student questions and be available to grade the work/assignments detailed in the contract as an extension of the class when the student was enrolled.
  - (6) A copy of the contract will be sent to the dean's office by the faculty member for review.
  - (7) On or before the deadline date, a Grade Change Form should be sent from the faculty member to the Registrar in the Student Records Office indicating that the student's grade should be changed from "incomplete" to whatever other grade was earned. This form needs the signature of the Divisional Dean/Assistant Dean. The student will be notified by the Registrar that a grade change form was submitted.

- (8) Extensions to the five week into the following term deadline may be granted for good cause with instructor approval. The instructor must notify the Registrar.
- (9) If the “I” grade is not completed within the six-week period of time, the “I” grade automatically will be changed to a failing grade and the course must be repeated.
- (10) Students who receive an “I” grade should not register for the same course in which they received the incomplete until the “I” grade is resolved.
- (11) Students wishing to have a course grade reviewed by the College must use the grade appeal policy/procedure.

Effective: October 20, 2015

Expires: September 1, 2024

Review Dates: 8/10/09, 9/1/11, 9/1/06, 10/20/15, 9/5/19