

Title: Incomplete Grading Policy and Procedure with Contract Form

- ❑ **Initial Action:**
 - ❑ **Board Resolution:** 19-058, 23-033e
 - ❑ **Last Revised:** 6/7/2023
 - **Policy:** 6/7/2023
 - **Procedure:** 12/7/2022
 - ❑ **Last Reviewed:** 6/7/2023
 - ❑ **Effective:** 10/28/2019
 - ❑ **Next Review:** 6/2026
 - ❑ **Responsibility:** Academic Programs
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Policy: A grade of “I” denoting incompleteness of required course work can be given **ONLY** after the student completes an incomplete contract. The student must complete the requirements for the course within six weeks after the last scheduled final examination in the given term. Failure of the student to complete the course requirements within the six-week period will result in the student receiving a final grade of “F” for that course or the grade will revert to the grade earned without the additional required coursework. The grade of “F” or earned grade, will be awarded from the instructor. It is the responsibility of the student to arrange a contract with the appropriate instructor if he/she wishes to complete course requirements. It is the prerogative of the instructor as to whether or not an incomplete contract may be issued.

Procedure:

INCOMPLETE GRADE CONTRACT

The final grade of “I” denoting “Incomplete,” is employed at the discretion of the instructor; a student should not assume that he/she will be given the opportunity to complete course work after a semester has ended. The grade of “I” may be used by an instructor when the following circumstances exist:

1. The student has a legitimate excuse for not completing the requirements of the course (e.g., extended illness, death in the family).
2. The quality of the work the student has already completed indicates that he/she is capable of passing the course.
3. The student has signed an Incomplete Grade Contract to complete the course requirements.

Incomplete Grade Procedures

1. Incomplete grade contracts will be collected and filed in the office of Academic Programs.
2. Grade changes within the terms of the contract will be collected and filed in the Registrar’s Office.
3. All grade changes will be permanently recorded on transcripts.



INCOMPLETE GRADE CONTRACT

Student Name: _____ ID#: _____

Instructor's Commitment

I, the undersigned, following the policy outlined in the College catalog, agree to extend extra time needed for the student to complete his/her course requirements. I am granting this extra time for the following reason/s:

I will submit a Grade Change Form to the Registration & Record's Office changing the grade from an Incomplete (I) to the final grade earned.

(Signature of Instructor) (Date)

Student's Commitment

I, the undersigned, understand that I have received the grade designation of "I" due to my inability to complete the course requirements by the end of the semester/session listed below.

- Fall 20____ Spring 20____ Summer 20____

Dept _____ Course # _____ Section # _____

Title of Course: _____

Grade earned without submitting missing coursework: _____

The faculty member will submit a grade change form if the work is not completed.

I understand that all course requirements must be submitted to my instructor by _____ or the Incomplete grade designation will be changed from an "I" to an "F", or the grade earned without submitting the missing coursework, in keeping with College policy.

(Signature of Student) (Date)

Course Requirements to be Completed (Be specific.)