

Incomplete Grade Policy



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Approved by: Amber Glass, Registrar and Director of Admissions

Policy Owner: Office of the Registrar

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Revision Approved by: Dr. Julie Dinger, VPASA

An incomplete grade may be assigned by the instructor for extenuating circumstances for which a student was not able to complete a course. The "I" indicates additional work is necessary to complete a course. An *Agreement for Incomplete Grade* form must be completed then submitted to the division office for approval prior to posting of the "I". To receive an "I" grade, the student must have a passing grade in the course at the time the "I" grade is awarded and have satisfactorily completed 70% of the required coursework for the semester. When reporting an "I", the instructor will record in detail the conditions for the removal of the "I", with time limitations for complete not to exceed two semesters. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the time specified in the *Agreement for Incomplete Grade*, will remain as a permanent "I" and not contribute to the student's GPA.