Policy Number: 128
Policy Title: Incompletes
Policy Council Review Date(s): 12/13/11
PPAB Approval Date: 2/20/12

POLICY:
Instructors may assign a grade of incomplete if extenuating circumstances prevent a student from completing the coursework by the end of the term.

PROCEDURE:
A grade of incomplete (“I”) may be assigned if a student has satisfactorily completed the majority of the coursework but cannot complete the remainder of the coursework due to non-academic reasons beyond the student’s control.

Requesting an Incomplete Grade
A student seeking an incomplete grade must obtain the Petition for Incomplete Grade from the instructor, complete the student section, and return the form to the instructor. If the instructor determines that an incomplete is appropriate, the instructor will list the work to be completed and the required completion dates, not to exceed the last day of class for the following term. The instructor will forward the form to the department chair for approval. The chair will notify the instructor and student of the approval and send each a copy. A grade of “I” will be assigned by the instructor during the final grading period.

If the student completes the coursework by the assigned due dates, the instructor will obtain a Grade Change form from the campus Enrollment and Registration Services (ERS) office. The instructor will complete the form with the final grade and return it to ERS for processing. Any grade of “I” which is not changed by the end of the following term will be converted automatically to an “F.”

Extension of Incomplete Grade
In rare circumstances, a student may be prevented from completing the work during the following term. After receiving documentation of these circumstances, the instructor may
revise the completion dates up to one year from the last day of classes of the term in which the grade of incomplete was assigned. This extension must be approved by the department chair and noted on a new copy of a Petition for Incomplete Grade. Even if an extension has been granted, the grade will remain an “F” until a Grade Change form is received. If the student does not complete the required coursework, the grade will remain an “F.”

**Restrictions**

An incomplete may not be assigned in a learning support course.

Approved by PPAB 2/20/12