

In situations where a student is unable to complete all of the coursework due to a serious and verifiable reason, a student can request an incomplete grade (*I*). An incomplete grade is a temporary grade assigned to courses where minimal amount of work is required to be completed. An incomplete grade (*I*) may be assigned in a course, **only** by the instructor of record **and** if **all** of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete (*I*) grade is assigned.
- The student requires no additional class time for completion of the course.

An incomplete grade will not affect the academic status of a student, but it will affect the progress status. An incomplete grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the instructor. Students may not re-enroll in a course for which they have received an incomplete grade during the time that the incomplete grade is in effect.

INCOMPLETE GRADE REQUEST

Student Name: _____ ID#: _____

SCHEDULE NUMBER	COURSE	UNITS	INSTRUCTOR	SEMESTER/YEAR

INSTRUCTOR'S CONDITIONS-Conditions necessary for the removal of the incomplete grade must include:

TIME LIMIT-The student must satisfy all of the identified conditions by the following allotted time limit:

- The end of the: Fall Spring _____ (year) semester
- Date (Must be no later than one full main term semester after the "*I*" was assigned.): _____

PERMANENT GRADE-If the following conditions are **not** satisfied within the allotted time period the student will be assigned the permanent grade based on the coursework completed within the scheduled start/end dates of the course.

Student will be awarded the Permanent Grade: _____ if conditions are not met by time limit stated.

INCOMPLETE GRADE AGREEMENT

I understand and agree to the conditions for being awarded an incomplete grade for the course indicated above. I have met, discussed, and been informed about the incomplete grade process and the conditions I must complete to remove the incomplete grade. I am requesting to be awarded an incomplete "*I*" in the class identified above. The conditions for removal of the incomplete are noted above. I agree to complete the conditions within the identified time limits, one semester or less time as specified by the instructor, to satisfy the conditions for removal. When this time has lapsed, if the conditions for removal are not satisfied, the incomplete will revert to the grade originally assigned.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

ADMISSIONS & RECORDS PROCESSING

Processed by (Signature): _____

Date Processed: _____ Date Student/Instructor emailed: _____

PROCESS FOR FILING AN INCOMPLETE GRADE REQUEST

1. If the student requests an incomplete grade or if the instructor of record believes a student may qualify for an incomplete grade, the instructor and student must have a discussion reviewing the Request & Notice of Incomplete form. The instructor may access the form online to complete by hand or electronically.
2. If both the student and instructor agree an incomplete grade (*I*) should be assigned then the instructor and student **must** complete the form together to ensure all parties are aware of the details of the agreement. When assigning an incomplete grade the instructor is required to identify:
 - Conditions necessary for the removal of the incomplete grade
 - Time period allotted to the student to satisfy these conditions
 - Permanent grade to be assigned if listed conditions are not satisfied within the allotted time period.
3. The request must have student and instructor signatures and date completed.
4. Instructors must submit the Request & Notice of Incomplete form with the final grade roster for the specified course. For each incomplete grade assigned a Request & Notice of Incomplete form must be completed and submitted.
5. The Admissions and Records Office will process and email the student and instructor a copy of the request.
6. When the student meets the required conditions for removal of the incomplete grade, the instructor is required to complete and submit a Notice of Grade/Unit Change form to the Admissions & Records (A&R) office to process the new grade to be awarded.
7. After the new grade has been recorded by A&R, the student will be notified the student's incomplete grade has been changed to the permanent grade. If no new grade is recorded within the time limit or if the student did not meet the required conditions for removal of the incomplete grade, the A&R office will change the student's permanent record to reflect the originally assigned grade and notify the student of this action.

DISTRICT POLICY

Incomplete academic work for unforeseeable, emergency and justifiable reason at the end of the term may result in an "I" symbol on the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record which includes the grade which will be assigned should the student not complete the missing work. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one semester following the end of the term in which it was assigned. Neither units nor grade points are counted until a final grade is recorded on the student's transcript.

A student may petition for a time extension due to unusual circumstances.