

Incomplete Grade Policy and Procedure

Instructors can award an incomplete grade when a situation exists that makes it unjust to hold the student to the time limits previously established for the completion of the work. An incomplete grade (I) may be awarded for a course in which a substantial portion of the course work has been satisfactorily, but not entirely, completed as of the end of the semester.

Incomplete grades are granted in emergency situations only. The incomplete grade can be recorded only when the completed portion of the student's work is of passing quality as determined by the instructor. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than **I** must be assigned. An incomplete grade (I) will not be given for failure on the final examination, absence from the final examination for other than true emergency situations or for a low grade to be raised with extra work.

Should the faculty member agree to assign a grade of incomplete, then he or she also has the right to set a specific date (up to the last day of the next academic term) by which all unfinished work must be completed. **If the assigned work is not completed by the indicated date, an alternate grade must be assigned or the "I" will be automatically changed to an F.**

Instructors are required to use the "Report of Incomplete Grade" form as a contract with the student as to what course work must be completed by the student for the **I** to be removed and replaced with a grade. On the form, the instructor will state which assignments or exams must be completed and when, how this work will be graded, and how the student's course grade will be calculated. Both the instructor and student must sign the agreement, and both should retain copies.

After the course work is completed, the instructor should assign the appropriate grade on a "Change of Grade" form and submit it to Registrar's Office for processing.

Steps required for assigning an incomplete grade:

1. The instructor and student complete the Incomplete Grade form.
 - a. Assign the grade that will be recorded if the student does not complete the work.
 - b. Assign a date by which the work must be completed—which must be no later than the end of the next long term.
 - c. Indicate, *specifically and clearly*, the work to be completed in order to receive a grade for the course.
 - d. Indicate how the assignments will be graded and how the student's final grade will be calculated.
2. Assign an I grade on the grade roll.
3. Retain a copy of the form.
4. Forward the original form along with the grade roster to Registrar's Office.



Howard College Report of Incomplete Grade

PERSONAL INFORMATION			
Student I.D.		Social Security No.	
Name Last _____ First _____ Middle _____			
Program of Study _____			
Current Mailing Address			
Address _____			
City _____		State _____	Zip _____
TO BE COMPLETED BY STUDENT			
Policy			
<ol style="list-style-type: none"> 1. Incomplete grades are granted in emergency situations only. 2. At the time this form is filed, a majority of the course work must have been satisfactorily completed. 3. If the work is not completed by the date on this form, the incomplete grade will be changed to an F. 4. An "I" grade will not be given for: <ol style="list-style-type: none"> a. Absence from the final examination for other than true emergency situations b. Failure on the final examination c. Low grade to be raised with extra work 			
Course Information			
Course ID	Section	Course Title	Term Code
Start Date of Course / / End Date of Course / / Last Date in Class / /			
Reason for incomplete request: (attach any relevant documentation)			
TO BE COMPLETED BY INSTRUCTOR			
Work required to clear the incomplete grade:			
If required work is not turned in by ____ / ____ / ____ the grade for the course will be ____.			
Note: The faculty member has the right to set a specific date for work to be completed, but all work must be completed no later than the last day of the next long (fall or spring) academic term.			
REQUIRED SIGNATURES			
Student's Signature			Date / /
Instructor			Date / /
Division Director/Campus Dean of Instruction			Date / /