

Policy:	Incomplete Grade	Policy No.:	AA4021
Authority:	SUNY Broome Community College Board of Trustees		
Delegated Authority:	President		
Policy Owner:	VP Academic Affairs	Responsible Party:	Registrar
Approved:	December 12, 2024		
Revised:	(DATE)		

Purpose

The purpose of this policy is to outline the Incomplete (“I” grade) which provides an opportunity for a student who, due to unforeseen circumstances near the end of the semester or term, is unable to complete their coursework.

Statement of the Policy

The decision to grant an “I” grade rests solely with the instructor of the course, who will initiate the process with the Registrar’s Office.

To qualify for an “I” grade, a student must meet the following criteria:

- a) Completion of at least 75% of the course work.
- b) Satisfactory attendance as of the census date for the course.
- c) Demonstrated D or better performance in work completed to date.

The faculty member will provide the student the remaining requirements and the timeline in order to complete the coursework.

The assignment of an “I” grade is not appropriate if the student's current performance clearly indicates an inability to pass the course as outlined in the original syllabus. It should also not serve as a substitute for a failing grade or non-attendance. Incomplete grades cannot later be changed to a Withdrawal (“W” grade).

The “I” grade will not be factored into the student's GPA. The grade change that is assigned after the incomplete grade is processed, will be factored into the student's GPA. If the Incomplete coursework is not completed by the student, an “F/U” grade will be assigned and will be calculated into the GPA. If the faculty member fails to update an (“I” grade) to a standard letter grade (“A-F/U”) by the end of the semester following its assignment it will automatically be converted to a grade of “F/U”.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	05/1/2024	PK	<i>VP Academic Affairs</i>