

Procedure:	Incomplete Grade	Procedure No.:	AA4021.1
Authority:	College President	Associated Policy Reference No.:	AA4021
Procedure Owner:	Vice President of Academic Affairs	Responsible Party:	Registrar
Approved:	October 26, 2011		
Revised:	January 14, 2025		

Purpose:

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

Related Policies (by number)

AA4019 Incomplete Grade Policy

To whom it applies (title or department)

Instructional faculty and students

Statement of Procedure:

The request for an Incomplete (“I”) grade must be initiated by the student. It may, under certain circumstances, be suggested by the faculty member. The student initiates the Incomplete request by contacting the faculty member before the last class of the semester or term to seek the faculty member’s granting of the request. If approved, the faculty member will provide the student the remaining requirements and the timeline in order to complete the coursework.

- The faculty member is not obliged to approve the Incomplete request.
- The faculty member files an Incomplete Grade Contract with the Office of the Registrar.
- After the student has completed the coursework, the faculty member submits a Notification of Grade Change form with the new grade to the Office of the Registrar to replace it with another grade. The faculty member must submit the grade change no later than four weeks after the student has finished the work for the class.
- If the student does not finish the coursework within the stipulated time, the faculty member must submit a grade of “F/U” to the Registrar.
 - If the Registrar is not informed of a grade change by the faculty

member within four weeks, the Registrar will convert the “I” grade to an “F/U”.

- In extenuating circumstances, the faculty member may grant an extension for one additional semester by filing another Incomplete Grade Contract with the Registrar’s Office.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>			