

## Incomplete Grade Record

A grade of "I" (Incomplete) for incomplete academic work, may be issued for unforeseeable, emergency and justifiable reason occurring at the end of the term.

Faculty members wishing to assign a grade of "I" may do so by completing an Incomplete Grade Record Form and submitting it to the Office of Admissions and Records. Forms are available in the academic division office or at the Office of Admissions and Records. A sample of the form appears on the next page.

In addition to entering the student information on the form, the faculty member must list the items that need to be completed for removal of the Incomplete grade. For example: "Complete Final Exam" or "Complete Term paper" etc.

The student is asked to sign the Incomplete Grade Record form. If the student is not available, then the instructor should contact the student by phone, e-mail, or fax to inform them of the conditions for removal of the Incomplete.

A "Default Grade" must be assigned at the time the "Incomplete" is issued. A default grade of "A" is not a valid grade and may not be submitted. If the work is not completed within one year, the default grade will automatically be assigned. Once the student has completed the work, the instructor must submit a Grade Change Form to the Office of Admissions and Records.

### Remember!

- ▶ Students may not re-enroll in or attend the course for which the "I" is recorded.
- ▶ Make and keep a copy of the form for your records

