

	<b>POLICY</b>	<b>Motion No.</b>	<b>AASS 1028-2013</b>
	<b>Incomplete Grade Policy</b>	<b>Effective Date</b>	<b>12/17/13</b>
		<b>Responsible Department</b>	<b>Academic Affairs and Student Services</b>
		<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

An incomplete grade (I-Grade) is reserved for students who have completed at least 75 percent of the coursework and have a passing grade in the course at the time of the request. Consideration for an incomplete grade may only be given if there is extenuating documentable circumstances such as a serious illness or personal adversity that prevents completion of the course by the scheduled end date for the class. The request is made by the student to the instructor of the course. The instructor has the sole discretion to award or not award an incomplete grade. The instructor will complete the "Incomplete Contract (I-Grade)" form, stating the conditions to be met, including the following: assignments to complete, date by which assignments and/or tests must be completed, and the grade if those conditions are not met. Both the student and instructor will sign the form, and one copy will be given to the student, and one will be submitted to the Registrar on or prior to the date when final grades are due. If a grade change form is not submitted to the Registrar by the date specified on the "Incomplete Contract (I-Grade)" form, then the Registrar will change the incomplete grade to the grade entered on the "Incomplete Contract (I-Grade)" form.

Effective Date	Motion Number	Document Author	Description of Change
12/17/2013	AASS 1028-2013	Academic Affairs and Student Services	Initial Release