



## POLICY FOR INCOMPLETE

### REQUIREMENTS CHECKLIST

- Student has completed a substantial part (normally greater than 75%) of the coursework and a "W" grade is not a viable alternative.
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
- Student is doing **passing work** at the time the petition is filed and it is possible for him/her to earn credit if the course requirements are completed within the time allowed.
- Student has consulted with the instructor about getting an incomplete grade for the course.

### TIME LIMIT

The normal allowed time to make up an incomplete grade is one academic year (not including summer session), regardless of whether or not the student is enrolled for the semester. However, the instructor may set a deadline earlier than the two-semester limit. The instructor may refuse to accept work submitted after the agreed-upon deadline. Students with extenuating circumstances may request the instructor to extend the time limit. To extend the time limit beyond one year, however, the student must file a "Petition for Waiver of College Regulations" before the end of the one-year limit.

### GRADE CHANGE

A "Petition for Change of Grade" must be filed in order to change an "I" to another grade, including the "default" grade. Failure to file such a petition within one year following the semester in which the "I" grade is assigned will result in **an automatic assignment of an "F" grade** to the course. No grade changes are allowed after the student has graduated.

### PROCEDURE CHECKLIST

- Student discusses his/her desire for an incomplete grade with the course instructor before filing this petition.
- Student initiates the petition by completing the "Student Request" part of the petition, signed and dated. In rare cases when the student is unable to submit the petition form, the course instructor, after consulting with the student, may initiate the petition on behalf of the student.
- Student submits the form together with supporting documents to the course instructor.
- If the instructor approves the petition, s/he sets the condition (what work to be completed by what date) for completing the course after discussing the case with the student.
- The instructor submits the petition together with the grade sheet to the department chair for approval. The petition is not approved unless the chair approves.
- One copy of the petition with all necessary signatures can be picked up from the department office by the student for his/her personal file, one copy is given to the instructor, and one copy is kept in the department office. The department office will maintain the paperwork for two years.
- Student files a "Petition for Change of Grade" after completing the specified course requirements. In any case, **the grade change petition must be filed** before the end of the one-year limit in order to change an "I" to a different grade. Otherwise, **the "I" grade is automatically converted to an "F."**