

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

### 6.1. POLICY 423 INCOMPLETES – REVISED – FIRST READING

Policy 423 – Incompletes, is presented for a first reading. The policy revision includes input obtained through the shared governance system and has been reviewed by the College’s legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

#### 423 INCOMPLETES

An “I” (Incomplete) grade is granted when unforeseen circumstances (e.g. illness, family emergencies, military deployment, etc.) impede the completion of required coursework by the end of the term, allowing the remaining work to be finished after the class concludes. ~~may be given to a student who finds it impossible to complete the work by the end of the semester because of a justifiable reason such as illness. If an “I” grade is assigned, the instructor shall notify the student and the Dean. The specific “I” grade procedure will be set forth in the appropriate section of the College Catalog.~~

To be eligible for an Incomplete grade, the student must:

- Request the Incomplete before the end of the term.
- Be able to achieve a grade of “D” or higher after submitting the remaining coursework.

A student receiving an Incomplete “I” grade has ~~120~~ 90 calendar days from the last day of the academic term to submit their remaining ~~complete~~ coursework and receive a final grade. ~~If remaining coursework is not submitted within 90 calendar days, the grade will change from an “I” becomes to an “F” on the 121st calendar day after the end of the term unless the instructor submits a grade change form. if no grade change is signed by the instructor.~~ Exceptions to the 90-day completion deadline may be granted by an instructor. ~~only in unusual circumstances and with the approval of the appropriate Dean.~~ The procedure regarding the necessary steps a student must take to request an Incomplete appears in the appropriate section of the College Catalog.

The final grade shall be “A,” “B,” “C,” “D,” or “F.”

Veterans, ~~and~~ military personnel and their spouses may request an Incomplete when they are ~~who are deployed (including training at U.S. or overseas locations) or~~ called to active military service (including both domestic and international combat or non-combat deployment purposes). ~~duty and receive an “I” Incomplete grade.~~ They will be given up to one (1) year after the end of the academic term, ~~or before the date of graduation (whichever comes first)~~ to complete the ~~course~~ requirements. A final grade will be recorded within 365 calendar days after the end of the term. ~~The final grade shall be~~

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

### 6.1. POLICY 423 INCOMPLETES – REVISED – FIRST READING (CONTINUED)

~~“A,” “B,” “C,” “D,” or “F.”~~ If remaining coursework is not submitted within 365 calendar days after the end of the term, the grade will change from an “I” ~~becomes~~ to an “F” unless the instructor submits a grade change form. ~~on the 366th calendar day after the end of the term if no grade change is signed by the instructor. This procedure also applies to the spouses of veterans and military personnel.~~ Exceptions to the 365-day completion deadline may be granted by an instructor ~~under special circumstances and with the approval of the appropriate Dean.~~

Adopted 01/22/1998  
Amended 01/25/2000  
Amended 06/22/2010  
Amended 04/17/2012  
Amended