



## ADMINISTRATIVE PROCEDURE

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**TITLE: Incomplete "I" Grade Contracts**

**ADMINISTRATIVE PROCEDURE # 4234**

**RELATED TO POLICY # 711 GRADING SYSTEM**

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1. An incomplete grade (I) is a conditional grade only granted under the following circumstances:
  - Extenuating circumstances occurred (serious illness, personal injury, death in immediate family, etc.) that hindered class work and occurred after the seventh week of a ten week term or the equivalent of time in various term lengths.
    - An incomplete "I" grade is not a substitute for a failing grade. Therefore, an incomplete grade should not be granted if the student is failing a class and wants additional time to submit make-up work in order to improve a grade.
  - The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment in all or part of the same course during a subsequent term may not be required as part of the contract. The general length of time to fulfill the requirements of an incomplete contract is one additional term; however, if circumstances warrant, the instructor may contact Registration and Records to extend the length of the contract. Failure to complete the conditions of the contract will result in the "I" grade converting to grade earned based on points completed.
  - Instructor approval is mandatory, and the instructor may choose not to allow an incomplete contract since it requires the instructor to individually work with the student in addition to his or her normal workload.
2. Incomplete Contract forms are available from most academic department offices. Once an agreement has been made and the form has been completed by the faculty member and the student, the contract will be submitted by the faculty member according to the instructions on the form.

Once all conditions of the contract have been met, the faculty will submit a final grade to Registration and Records.

### **RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 1/22/2019 by CC

**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**