

Incomplete Grade Policy

Policy Name: Incomplete Grade Policy

Policy Effective Date: July 5, 2022

Ownership Area: Academic Operations

Owner: VP of Education

Review Date: March 21, 2024

Next Review Date: March 21, 2025

Incomplete Grade Policy

An incomplete grade, or “I”, is a temporary grade signifying that the required coursework was not completed during the quarter. The “I” grade is not calculated into the quarter GPA or CGPA at the time it is inputted on the transcript.

An “I” grade may be assigned for the following reason(s):

- The student has been making satisfactory progress in the course and needs additional time, as determined by the instructor; or
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor.

To receive additional time to complete the course requirements, the student must request the incomplete form from their instructor at least seven (7) days before the end of a quarter and submit the incomplete packet at least three (3) days prior to the final date and time grades are due.

Students approved for an incomplete must have all required coursework completed and submitted within two (2) calendar weeks after the end of the quarter.

Once the student submits all coursework during or at the end of the incomplete period, whichever comes first, the “I” grade is changed to the earned grade (“A”, “B”, “C” or “F”). Once incomplete grades are converted and final grades are posted, the student’s academic status is evaluated and determined, in accordance with the Satisfactory Academic Progress (SAP) Policy.

Related Policies: SAP Policy, Repeated Course Policy, Academic Progression, Grade Appeal, Grading Scale