

To- Academic Standards – 1/30/07

To Senate – April 07

Incomplete Grades

Purpose: To establish policy for posting “I” grades.

Policy: The grade of I (Incomplete) may be given when the student has successfully completed all course work up to the withdrawal date of that semester/session but is unable, due to legitimate reasons (e.g., serious illness, death in the family or change of employment), and with proper documentation, to complete all requirements for the course.

An incomplete grade allows students to complete only those requirements that remain outstanding. The instructor maintains a record of the necessary requirements for the removal of the incomplete grade.

It is the responsibility of the student to make the necessary arrangements with the instructor to finish the course and to remove the Incomplete (I) grade. The student has one year to complete the work for the conversion of the I from her/his record. If the work is not completed during that period, the I grade converts to a grade of F, indicating failure to complete the course objectives. The Incomplete grade (I) is not computed in the grade point average thus it is worth zero (0) grade points.

To clear the Incomplete grade the student must make arrangements with the instructor of record to complete only those requirements that remain outstanding. Should a student wish to retake the entire class for credit, the student must officially re-register and pay for that class.

Unless otherwise approved by the division dean in the student’s major, a student with three current “I” grades may not register for additional coursework.

If the student is not enrolled in any CCSN classes at the time he/she needs to utilize any non public CCSN facilities, such as labs, etc., to complete the remaining class requirements, the student must receive permission of the department chair for the use of those facilities and will be required to sign a waiver of liability to CCSN and may require permission from the appropriate clinic site, if applicable.