Name of Policy: Incomplete Grades

Source: Academic Affairs and Student Affairs

Date Revised: July 2015

Form to Complete: Incomplete Grade Form, see the Coordinator of Disability and Academic Support Services to initiate

Policy:

An Incomplete grade may be given at the discretion of an instructor only in exceptional documented cases such as illness, family emergency or other extenuating circumstances. Finalized Incomplete paperwork is due in the Registrar's Office by 4:00 p.m. on the last day of the semester and the Registrar will enter the Incomplete grade “I” on the students transcript.

The timeline to complete the work will be decided by faculty, in conversation with the student. It is recommended that the deadline for completion not exceed 6 weeks, so that the student might complete all outstanding work before the beginning of the following semester. In cases of exceptional circumstances involving either the student or the availability of the instructor, the recommended deadline may be extended, but cannot exceed the final day of the semester that follows the semester in which the incomplete was taken.

To be eligible for an Incomplete, a student must otherwise be passing the course at the time the student's semester is impacted by the extenuating circumstances.

Students who are on Academic Probation or Special Continued Probation are not eligible for Incompletes.

Procedure:

1. The student discusses the possibility of an Incomplete with both their instructor(s) and with the Coordinator of Disability Services and Academic Support.

2. The student provides documentation to the Coordinator of Disability Services and Academic Support Services regarding the extenuating circumstances that necessitated the application for the Incomplete.

3. The Coordinator will give the student an Incomplete Grade Form and a document verifying that documentation is on file.
4. The instructor fills out the Incomplete Grade Form, including an outline of the work that needs to be submitted by the student to fulfill course requirements. A deadline for both completion and grade submission should be included in the outline.

5. All paperwork is due to the Registrar by 4:00 on the last day of classes.

6. The student will be required to complete all work by the completion date set by faculty.

7. Once the work is submitted and reviewed, the faculty member should submit the new grade to registrar@KCAL.edu by the deadline set for grade submission.

8. At the end of the time allowed for grade submission, the Registrar will change the incomplete (I) grade to the new grade submitted by the faculty member, or, if a grade has not been submitted, will change the grade to a fail (F). If the student and faculty member agree to extend the deadline, the Registrar must be notified.