

DIN: 3130-1-01
Title of Policy: Incomplete Grades

Policy

The college does not encourage the assignment of “Incomplete” grades (I); however, instructors may assign grades of “Incomplete” at their discretion. Learners may ask the instructor in writing that they be assigned a grade of “Incomplete” under the following conditions:

- o A request must be made in writing to the instructor no later than one week prior to the end of the semester.
- o An “Incomplete” (I) grade will be granted only for emergency circumstances only at the discretion of the instructor.

To remove the Incomplete (I) grade, course requirements must be completed by the end of the next semester of regular program offerings. Any “I” not removed by that time will be changed to an “F.” Learners may not request an incomplete if they are on probation or if they have an unfinished incomplete from a previous semester.

Purpose

To ensure that incomplete grades are used only in emergency circumstances and that they get cleared as soon as possible in the next semester.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Learner	Request an Incomplete in writing, explaining the emergency circumstances on which the request is based. Provide documentation supporting the emergency upon request of the instructor.
Instructor	Determine whether to award an Incomplete to the learner. Process a grade change upon completion of the course requirements (those completed by the end of the next semester of regular program offerings). Ensure that the grade change is received by the Registrar.
Registrar	Process grade changes received from instructors and change remaining I grades to F prior to the beginning of the next semester.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:21 PM	
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