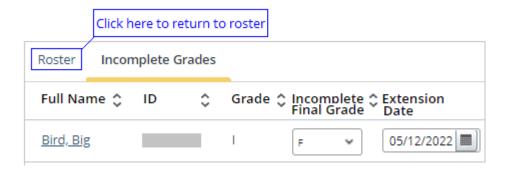
Catalog Description: An Incomplete is given only when a student has been in attendance for at least three-fourths of the semester but has been prevented by circumstances beyond his/her control from completing all of the requirements of the course. A student must provide adequate evidence to the instructor as to the reason why he/she was unable to complete the requirements for the course. If a grade of "I" Incomplete has been given, the instructor shall advise the Registrar's Office in writing (complete an Incomplete Form available in the faculty tab) what the student must do to remove the deficiency.

An Incomplete must be made up within one calendar year. An "I" grade is not included in the computation of the GPA. An "I" grade not made up in the prescribed length of time automatically becomes an "F" grade. Once the "I" grade has been converted to an "F" grade, the course must be repeated in order for the grade to be changed.

MyInfo > Faculty Services > Faculty Grade Entry

- Select "I" from grading drop-down menu
- The Incomplete Grades subset roster will display. This shows the Incomplete Final Grade of F and the Incomplete Extension Date of one year. After one year if the student has not completed the incomplete work and the Registrar's Office has not received Change of Grade paperwork, the Incomplete grade will be changed to an "F".
- Click Save to finalize Incomplete (I) grades.
- Click "Roster" to go back to the roster and continue grading.



Forms:

• Change of Grade and Incomplete Grade Requirement forms are located in the Faculty Services tab. For security reasons these are not posted on the public side of the website.

