



**Title: Incomplete Grade Policy**

**Effective Date: 07/01/2018**

**Last Revision Date: 8/17/2022**

**Cancellation:**

**Department/Office: Academic Affairs**

## *Incomplete Grade Policy*

### **PURPOSE**

This policy governs the conditions under which a grade of Incomplete may be assigned. It also details the procedure by which instructors will enter into a contractual agreement with students receiving an Incomplete and the process for resolving the Incomplete grade once students have satisfied the conditions of their contract.

### **SCOPE**

This policy applies to grades awarded in credit-granting programs.

### **POLICY**

A grade of “I” (Incomplete) is a temporary grade assigned when, due to extenuating circumstances beyond their control, students are unable to complete class assignments within the timeframe of the course’s session (regular semester or mini-session). Examples of extenuating circumstances are serious illness or injury, a death in the family, a sudden change in employment schedule or a sudden need for employment, an act of nature, and other emergencies deemed appropriate and verified by the instructor issuing the Incomplete.

Incompletes should be reserved for those students who are passing a course, had been attending regularly, and can reasonably complete the unfinished coursework by the deadline set by the College or by the date agreed upon in the Incomplete Grade Contract. To qualify for an Incomplete, students must have missed submitting a finite amount of coursework, such as not taking a final exam or failing to complete required assignments despite being in good standing in



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the course prior to the date on which the Incomplete is issued.

Students will not be allowed to enroll in a course for which a grade of “I” has been assigned. They may only reenroll in the course after failing the course either by not satisfying the conditions of the Incomplete Grade Contract or by not achieving a passing grade for the course once the outstanding coursework has been submitted and assessed by the instructor. If a student has an Incomplete in a prerequisite course, that student will not be allowed to register in the subsequent course requiring satisfactory prerequisite credit. A grade of Incomplete does not affect GPA calculation and earns no credit hours.

When issuing an Incomplete, the instructor must communicate to the student the reasons for the grade and specify the coursework that must be completed for the grade to be converted to a permanent letter grade. In most cases, the remaining coursework must be completed, submitted, and graded no later than mid-term of the semester following the semester in which the Incomplete was received unless an earlier date is agreed upon by both the student and the instructor. If the student fails to complete the outstanding coursework by the agreed-upon deadline as stated in the contract, the I-grade will convert to an F and will be calculated as such in the student’s grade point average.

When a student receives an Incomplete, it affects their Satisfactory Academic Progress (SAP) review for federal and state aid. Federal aid requires SAP to be reviewed prior to disbursement of aid. Nunez reviews SAP at the end of each semester. Although the Incomplete is still counted in the attempted and earned hour ratio(s), an incomplete grade does not allow the College to accurately record the student’s GPA, Pace of Progression, or max timeframe. Therefore, Incompletes are considered Fs until the grade is changed.

**PROCEDURE**

**Awarding an Incomplete**

1. Students should initiate the request for a grade of Incomplete (I) with the instructor and provide evidence of the extenuating circumstances that warrant a possible grade of Incomplete.
2. If the instructor determines that the student should receive an Incomplete per the abovementioned policy, the instructor must complete an “Incomplete Grade Contract,” specifying the coursework to be completed. This practice ensures that students have a clear, written understanding of the conditions both the instructor and the student have agreed upon with regard to making up any missing coursework needed for the student to successfully



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- complete the course and receive a permanent grade.
- Both the student and the instructor must sign the contract, which is then routed to the appropriate dean for approval. Depending on the academic division in which the course in question is held, the instructor must submit one of the following contracts:
    - Incomplete Grade Contract for Academic, Career, and Technical* (see Appendix A)
    - Incomplete Grade Contract for Nursing and Allied Health Programs* (see Appendix B)
  - The appropriate dean will review the contract. The instructor may only issue a grade of I to the student once the appropriate dean gives approval and signs the contract. If approval is denied, the dean will communicate the reason(s) for denial to the instructor.
  - Once all parties have signed the contract, both the instructor and student will receive email notification of the dean's approval and be able to download and retain a copy of the signed form for their records. A copy of the form will also be kept by the Program Chair and the appropriate dean.

### **Resolving an Incomplete**

- Once a student fulfills the conditions of the Incomplete Grade Contract, the instructor must submit one of the following grade-change forms depending on the academic division in which the course in question is held:
  - Grade Change Form for Academic, Career, and Technical Programs* (see Appendix C)
  - Grade Change Form for Nursing and Allied Health Programs* (see Appendix D)
- This grade change must be processed no more than one week after the student fulfills the contract.
- Once the grade-change form is submitted, it will be forwarded to the appropriate dean and to the Vice Chancellor of Education, Training and Student Success (VCETS) for approval. After approval, the form will be routed to the Registrar's office, which will then process the grade change. All parties will be notified via email once the grade has been changed.

### **Grade Change Deadline**

If an Incomplete is not resolved by mid-term of the next semester, the I-grade will automatically convert to an F. If the instructor and student decide on a mutually agreeable earlier deadline, this deadline must be provided on the contract.

### **Instructor Responsibility**

Once the student has submitted the remaining coursework per the conditions of the Incomplete Grade Contract, the instructor must assess and grade the work in a timely manner and then assign, using the grade-change form, the permanent grade the student is to receive for the course. The instructor must initiate the grade change no more than one week after the contract's deadline has passed.



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**Student Responsibility**

The student must read the Incomplete Grade Contract thoroughly before signing it and abide by the deadline it sets forth. Failure to meet this deadline may result in the student receiving an F for the course. The student must also understand that completing the contracted assignment(s) will not guarantee a passing grade. The grade will be based on the quality of work submitted as well as the completion of the assignment(s) by the agreed-upon deadline.

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Executive Cabinet	08/25/2022		
	Chancellor	08/25/2022		

*Policy Reference:* N/A

*Forms Referenced:* Nunez Incomplete Grade Contract for Academic, Career, and Technical Programs form  
Nunez Incomplete Grade Contract for Nursing and Allied Health Programs form  
Nunez Grade Change Form for Academic, Career, and Technical Programs  
Nunez Grade Change Form for Nursing and Allied Health Programs

*Distribution:* Distributed Electronically via College’s Internet

**Chancellor’s Signature/Approval**

**Signature:**   
Chancellor

**Date:** 8/25/22

## **Incomplete Grade Contract for Academic, Career, and Technical Programs**

Both the receiving student and issuing faculty member should read this contract in its entirety before signing.

A grade of “I” (Incomplete) is a temporary grade assigned when, due to extenuating circumstances beyond their control, students are unable to complete class assignments within the timeframe of the course’s session (regular semester or mini-session). Examples of extenuating circumstances are serious illness or injury, a death in the family, a sudden change in employment schedule or a sudden need for employment, an act of nature, and other emergencies deemed appropriate and verified by the instructor issuing the Incomplete.

Incompletes should be reserved for those students who are passing a course, had been attending regularly, and can reasonably complete the unfinished coursework by the deadline set by the College or by the date agreed upon in the Incomplete Grade Contract. To qualify for an Incomplete, students must have missed submitting a finite amount of coursework, such as a not taking a final exam or failing to complete required assignments despite being in good standing in the course prior to the date on which the Incomplete is issued.

Students will not be allowed to enroll in a course for which a grade of “I” has been assigned. They may only reenroll in the course after failing the course either by not satisfying the conditions of the Incomplete Grade Contract or by not achieving a passing grade for the course once the outstanding coursework has been submitted and assessed by the instructor. If a student has an Incomplete in a prerequisite course, that student will not be allowed to register in the subsequent course requiring satisfactory prerequisite credit. A grade of Incomplete does not affect GPA calculation and earns no credit hours.

When issuing an Incomplete, the instructor must communicate to the student the reasons for the grade and specify the coursework that must be completed for the grade to be converted to a permanent letter grade. In most cases, the remaining coursework must be completed, submitted, and graded no later than mid-term of the semester following the semester in which the Incomplete was received unless an earlier date is agreed upon by both the student and the instructor. If the student fails to complete the outstanding coursework by the agreed-upon deadline as stated in the contract, the I-grade will convert to an F and will be calculated as such in the student’s grade point average.

When a student receives an Incomplete, it affects their Satisfactory Academic Progress (SAP) review for federal and state aid. Federal aid requires SAP to be reviewed prior to disbursement of aid. Nunez reviews SAP at the end of each semester. Although the Incomplete is still counted in the attempted and earned hour ratio(s), an incomplete grade does not allow the College to accurately record the student’s GPA, Pace of Progression, or max timeframe. Therefore, Incompletes are considered Fs until the grade is changed.

**To be completed by the issuing faculty member:**

**Student**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>LoLA#</b>	<b>Phone#</b>	<b>Email</b>

**Course**

<b>Subject</b>	<b>Course#</b>	<b>Section#</b>	<b>CRN</b>	<b>Semester</b>	<b>Year</b>

<b>Course Title</b>	
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## Appendix A

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<b>Instructor</b>	
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The following assignment(s) must be completed on or before \_\_\_\_\_. If the student fails to complete the outstanding coursework by the agreed-upon deadline, the I grade will convert to an F at mid-term of the semester following the semester in which the Incomplete was received, and the F will be calculated as such in the student's grade point average.

### Reason for granting the grade of Incomplete

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### Indicate specific coursework student must complete (i.e., units, modules, chapters, exams, etc.)

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It is understood that merely completing the contracted assignment(s) will not guarantee a passing grade. The course's ultimate grade will be based on the quality of work as well as the completion of the assignment(s) by the agreed-upon deadline.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Incomplete Grade Contract for Nursing and Allied Health Programs**

Both the receiving student and issuing faculty member should read this contract in its entirety before signing.

A grade of “I” (Incomplete) is a temporary grade assigned when, due to extenuating circumstances beyond their control, students are unable to complete class assignments within the timeframe of the course’s session (regular semester or mini-session). Examples of extenuating circumstances are serious illness or injury, a death in the family, a sudden change in employment schedule or a sudden need for employment, an act of nature, and other emergencies deemed appropriate and verified by the instructor issuing the Incomplete.

Incompletes should be reserved for those students who are passing a course, had been attending regularly, and can reasonably complete the unfinished coursework by the deadline set by the College or by the date agreed upon in the Incomplete Grade Contract. To qualify for an Incomplete, students must have missed submitting a finite amount of coursework, such as a not taking a final exam or failing to complete required assignments despite being in good standing in the course prior to the date on which the Incomplete is issued.

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When issuing an Incomplete, the instructor must communicate to the student the reasons for the grade and specify the coursework that must be completed for the grade to be converted to a permanent letter grade. In most cases, the remaining coursework must be completed, submitted, and graded no later than mid-term of the semester following the semester in which the Incomplete was received unless an earlier date is agreed upon by both the student and the instructor. If the student fails to complete the outstanding coursework by the agreed-upon deadline as stated in the contract, the I-grade will convert to an F and will be calculated as such in the student’s grade point average.

When a student receives an Incomplete, it affects their Satisfactory Academic Progress (SAP) review for federal and state aid. Federal aid requires SAP to be reviewed prior to disbursement of aid. Nunez reviews SAP at the end of each semester. Although the Incomplete is still counted in the attempted and earned hour ratio(s), an incomplete grade does not allow the College to accurately record the student’s GPA, Pace of Progression, or max timeframe. Therefore, Incompletes are considered Fs until the grade is changed.

**To be completed by the issuing faculty member:**

**Student**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>LoLA#</b>	<b>Phone#</b>	<b>Email</b>

**Course**

<b>Subject</b>	<b>Course#</b>	<b>Section#</b>	<b>CRN</b>	<b>Semester</b>	<b>Year</b>

<b>Course Title</b>	
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## Appendix B

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<b>Instructor</b>	
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The following assignment(s) must be completed on or before \_\_\_\_\_. If the student fails to complete the outstanding coursework by the agreed-upon deadline, the I grade will convert to an F at mid-term of the semester following the semester in which the Incomplete was received, and the F will be calculated as such in the student's grade point average.

### Reason for granting the grade of Incomplete

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### Indicate specific coursework student must complete (i.e., units, modules, chapters, exams, etc.)

--

It is understood that merely completing the contracted assignment(s) will not guarantee a passing grade. The course's ultimate grade will be based on the quality of work as well as the completion of the assignment(s) by the agreed-upon deadline.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_





## Nunez Community College Grade Change for Academic, Career, and Technical Programs

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Division: \_\_\_\_\_

### GRADE INFORMATION

Semester & Year	CRN	Course Prefix & Number	Section	Cr. Hrs.	Grade From	Grade To

Reason for submitting the grade change

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**Instructor**

**Date**

**APPROVED:**

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
Date

**(Signature required for all changes.)**

\_\_\_\_\_  
Vice Chancellor for Education, Training, and Student Success

\_\_\_\_\_  
Date

**(Signature required for all changes.)**

**RECEIVED:**

\_\_\_\_\_  
Registrar's Office

\_\_\_\_\_  
Date



## Nunez Community College Grade Change for Nursing and Allied Health Programs

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Division: \_\_\_\_\_

### GRADE INFORMATION

Semester & Year	CRN	Course Prefix & Number	Section	Cr. Hrs.	Grade From	Grade To

Reason for submitting the grade change

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**Instructor**

**Date**

**APPROVED:**

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
Date

**(Signature required for all changes.)**

\_\_\_\_\_  
Vice Chancellor for Education, Training, and Student Success

\_\_\_\_\_  
Date

**(Signature required for all changes.)**

**RECEIVED:**

\_\_\_\_\_  
Registrar's Office

\_\_\_\_\_  
Date