



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: INCOMPLETES

Code: DD0706

Policy Reference: D0800, Graduation Requirements

Students may be given an incomplete ("I") if they have satisfactorily completed seventy-five percent (75%) of the course work and if they have made arrangements to complete the course requirements prior to the end of the following semester.

General Provisions

An "I" will not affect a student's grade point average. However, an "I" which is not replaced by a letter grade of A, B, C, D, F, will automatically convert to a "U" by the fifth (5th) week of the following semester.

Course requirements to be completed by the student before an "I" is removed must be described on Form 28:586 which is to be signed by both the student and the instructor.

Procedures for Processing an "I" for students.

1. When it is determined that an "I" grade is appropriate, the student and the instructor should complete 3 copies of 28:586, describing the requirements to be completed before a final achievement grade is to be given.
2. One copy of Form 28:586 should be given to the student, one copy should be sent to the appropriate dean or campus team leader, and the instructor should retain one copy.
3. Grade rosters should be returned to the Registration Office.
4. After a student has fulfilled the requirements described on Form 28:586, the instructor should determine a final achievement grade and submit it to the appropriate dean or campus team leader using Change of Grade Form 28:582.
5. The dean or campus team leader will forward the initialed Change of Grade Form to Student Records where the "I" will be replaced by the indicated achievement grade.

(Sample of Form Attached)

Students who stop attending a course will be withdrawn according to Administrative Regulation and Procedure DD1001 and receive a grade of "W" not "I".

Office of Responsibility: Vice President for Student Services.