AIMS COMMUNITY COLLEGE PROCEDURE

ACADEMIC STANDARDS – INCOMPLETE GRADE

Scope: The Incomplete (“I”) grade is an option for instructors when a student has satisfactorily completed at least 75% of the course and for good reason has been delayed in completing the remaining required course work. The student who receives an “I” must fill out an Incomplete Agreement form with the instructor, in which the instructor specifically identifies the time frame and requirements for completing the course. The instructor must submit the completed Incomplete Agreement form to the Admissions & Records Office and must ensure that the student receives a copy of the Incomplete Agreement. The student must then complete the requirements and conditions of the Incomplete Agreement in order to receive a transcripted grade.

When the student meets the conditions of the Incomplete Agreement, the instructor will submit a completed Grade Change Form to the Admissions and Records Office in order for the “I” to be turned into a transcripted grade.

If a student is receiving Financial Aid, an Incomplete (“I”) grade may drop the student below the Financial Aid threshold for credits for the term and may result in a Financial Aid probationary status or suspension until the “I” is completed. When a student has been placed on Financial Aid probation or suspension, he or she must submit a Financial Aid Probation/Suspension Removal form as soon as the “I” is changed to a transcripted grade.

If a student does not meet the terms of the Incomplete Agreement, the instructor may assign a final grade based on the completed course work, or extend the deadline of the Incomplete Agreement, for a maximum extension of one academic term. If circumstances justify, the instructor and/or Dean may extend the deadline of the Incomplete Agreement for up to one calendar year from the original issuance of the Incomplete.

If a student does not complete the terms of the Incomplete Agreement within one calendar year of the issuance of the Incomplete, a transcripted grade of “F” will be placed on the student’s academic record.

Process:

1. If the instructor determines an “I” is an appropriate option, he/she will obtain the Incomplete Agreement form from the division office. If the instructor is part-time he or she must get approval from the Chair to offer the student the Incomplete Agreement.

2. The instructor will complete the Incomplete Agreement form with the student’s information and a clear description of the work to be completed, including a deadline date for completion of course work. A maximum of one academic term is allowed for completion of course work. If circumstances justify, the instructor and/or Dean may
extend the deadline of the Incomplete Agreement for up to one calendar year from the issuance of the Incomplete.

3. The student will sign the Incomplete Agreement form to show acceptance of the terms and conditions. If the student is not available to sign the form, the instructor must provide documentation of a phone call or e-mail showing that the student agrees to the terms and conditions of the Incomplete Agreement.

4. The instructor will provide a copy of the Incomplete Agreement form to the student and will file the form with the Admissions & Records Office.

5. The student will submit all course work to her or his instructor in accordance with the terms, conditions, and deadlines of the Incomplete Agreement in order for the course work to be counted towards the student’s final transcripted grade.

6. When the student meets the terms of the Incomplete Agreement, the instructor will submit a Grade Change form or the instructor’s copy of the Incomplete Agreement Form with a final grade recorded to the Office of Admissions and Records.

7. If the student was placed on Financial Aid probation or suspension due to the “I,” the student must submit a Probation/Suspension Removal form to Financial Aid when the student receives a transcripted grade.

8. If the student does not meet the terms and conditions of the Incomplete Agreement within one calendar year from the issuance of the Incomplete, the Office of Admissions and Records will assign a transcripted grade of “F” for the course.

APPROVED: Dr. Marsi Liddell
Aims Community College President
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