

Incomplete Grade Policy

At the discretion of the instructor, a grade of INC may be recorded beginning the thirteenth week of the full semester, or seventh week during a Q or Summer term, when the student is not able to complete the remaining course requirements due to circumstances beyond his or her control. To be eligible for an INC grade, the student must be meeting the course requirements through the twelfth week of classes during the full semester, or the sixth week of a Q or Summer term, and the instructor determines that the student could successfully complete the remaining course requirements.

The Agreement for an Incomplete Grade form must be completed and signed by both the student and the instructor. The completed form must be submitted to the Registrar no later than the last day of the term. The INC grade will then be recorded by the Registrar. The grade of INC is to be resolved to a letter grade no later than the last day of classes the following full semester (Fall/Spring). Failure to do so will result in an F for the course. (Approved by College Meeting, December 10, 2018)