

Guidelines for Incompletes

As per **Board Policy 3312**, “the primary responsibility for assigning grades in a course belongs to the faculty member” of record. At the faculty member’s discretion, a grade of “Incomplete” may be given in certain circumstances such as, but not limited to, a student missing an assignment, a student missing the final exam, external circumstances that impeded student attendance or performance, or other compelling circumstances in which the faculty member deems appropriate.

The faculty member is responsible to complete the “Issuance of Grade of I (Incomplete) Form” and submit a Grade Change Form to Admissions once the student has completed the missing requirements.

In accordance to **Board Policy 3310**, the student must complete all the objectives as dictated by the faculty member by the end of the next long semester (Fall or Spring). Failure to complete all requirements by the end of the next (Fall or Spring) long semester will result in a final grade of “F” for the course.

In addition, the student is responsible to contact the faculty member by the beginning of the next (Fall or Spring) long semester ensure timely completion of the course requirements.