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4 **INCOMPLETE**
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6 **A. Assignment of Grade**
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8 The Incomplete grade may be assigned at the discretion of the instructor when a substantial
9 portion of the class work has been completed by the student but some part of student's work
10 remains to be completed at the end of the term.
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12 **B. Removal of Grade**
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14 In order to have the Incomplete removed from his/her record, a student must complete the
15 work as prescribed by the instructor of record within one year of the end of the term in which
16 it was assigned.
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18 **C. Conditions for Removal of Grade**
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20 Each instructor shall provide an Incomplete Grade Report form for each student whose work
21 is incomplete. The instructor will indicate what the student must do to complete the course
22 and what grade the student will receive if the work is not completed in the time prescribed by
23 this policy.
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25 **D. Records Requirement**
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27 The Records Office will notify students of an Incomplete grade and will keep a copy of the
28 form on file. The instructor will also keep a copy of the form on file.
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