

Procedure 3.0932

Incomplete Grade Assignment Procedure

Circumstances

I. Incomplete grades associated with student circumstances

An instructor may assign a grade of “I” for a student who is unable to complete all the requirements of a course due to justifiable circumstances. Except in extenuating situations, deemed as emergencies by the BCCC President, incomplete grades are subject to the following conditions:

- the student has regularly attended class for at least 75% of the course contact hours with a passing average prior to assignment of the “I”;
- circumstances beyond the control of the student interfere with the student’s ability to complete the course by the last day of the semester; and
- there is reasonable expectation that the student can complete the remaining work by the last day of classes of the following term.

II. Incomplete grades associated with institutional circumstances

In situations deemed to be emergencies by the BCCC President, incomplete grades may be granted by an instructor subject to the following conditions:

- circumstances beyond the control of the college interfere with the student’s ability to complete the course by the last day of the semester; and
- there is reasonable expectation that the student can complete the remaining work by a date determined by the vice president of academic affairs and/or the vice president of continuing education.

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The instructor shall submit a [Request for Incomplete Grade](#) form for approval by the academic dean/continuing education director prior to the last day to submit grades for the semester. The request should include justification for the “I”, a list of assignments to be completed, and the deadline for completing the assignments.

This form should be signed by the student and the instructor. Upon approval by the academic dean/continuing education director, the instructor should provide the student with a copy of the [Request for Incomplete Grade](#) form, showing the list of assignments to be completed and due dates. The instructor should provide a copy of the signed form to the office of the vice president of academic affair/continuing education, the academic dean/continuing education director, and for curriculum students, the student’s advisor and

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the Registrar's office. Instructors who do not plan to be on campus the following term must make arrangements with the student and the academic dean/continuing education director on how to complete the requirements of the course.

"I" grades cannot be awarded to students who do not attend class, who do not complete work, or who request an "I" to avoid receiving a failing grade.

Once an "I" grade is approved, the student is responsible for contacting the instructor or the academic dean/continuing education director (if the instructor is no longer available the following term) to arrange for course completion by the required completion date (no later than the end of the next semester) as identified on the [Request for Incomplete Grade](#) form.

Following receipt of the completed work, the instructor or appointed substitute will submit a [Grade Change Request](#) form to the registrar that will become part of the student's academic record.

If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F."

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates:

Senior Staff Review/Approval Dates: *04/07/2020*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*