

## **Incomplete Grade Policy**

An incomplete “I” is a temporary grade, agreed upon by the instructor, and awarded to a student that is unable to complete course requirements by the end of the academic term.

Incomplete grades may be granted under the following conditions:

- The student must initiate the request prior to the end of the academic term.
- The student’s academic work to date is passing with the incomplete grade given not as a substitute for a failing grade.
- Attendance and/or participation has been satisfactory throughout the semester.
- An illness, extenuating circumstance, or a life-event including military deployment, weather conditions, and legal situations are accepted with supporting documentation.
- Final approval is granted strictly at the discretion of the current instructor.
- The instructor notifies their immediate supervisor of the impending incomplete grade.
- The written Incomplete Grade Contract is signed by both the instructor and the student.

The Incomplete Grade Contract will include the following criteria and guidelines:

- Reason for granting the incomplete grade including supporting documents.
- Deadline established by the instructor and student to complete course work. (Barton’s incomplete grade deadline can allow a student one full semester (not including the summer term) to complete the coursework)
- Coursework required to complete the course.
- Course logistic requirements. (classroom attendance and/or course shell access)

The following provisions may apply for granting an incomplete grade:

- An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid, or athletic eligibility.
- During the semester that a student is completing the Incomplete Grade Contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of Incomplete grade from the previous semester.
- Military students with TA benefits have 120 days to complete coursework from the original date the TA is filed.
- Online students are encouraged to complete the course within the same term and instructor if applicable.
- Students are not eligible to withdraw from a course with an incomplete grade.
- An Incomplete grade is not assigned when normal practice requires extension of course requirements beyond the close of the semester.

Students are encouraged to communicate with the instructor as soon as possible if they are having difficulties with course completion. Incomplete grades are granted at the discretion of the instructor and are not automatic.

# Barton Community College

## Contract for Granting an Incomplete Grade

**Incomplete grades may be granted under the following conditions:**

1. The request must initiate prior to the end of the academic term.
2. The student's academic work to date is passing with the incomplete grade given not as a substitute for a failing grade.
3. Attendance and/or participation has been satisfactory throughout the semester.
4. An illness, extenuating circumstance, or a life-event including military deployment, weather conditions, and legal situations are accepted with supporting documentation.
5. Final approval is granted strictly at the discretion of the current instructor.
6. The instructor notifies their immediate supervisor of the impending incomplete grade.
7. The Incomplete Grade Contract is signed by both the instructor and the student

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Course Information:** \_\_\_\_\_

Course Subject and Number

Course Name

CRN

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- Deadline established by the instructor and student to complete course work. (Barton's incomplete grade deadline can allow a student one full semester (not including the summer term) to complete the coursework)
- Coursework required to complete the course.
- Course logistic requirements. (classroom attendance and/or course shell access)

**Reason for Incomplete Grade:** (attach supporting documents if applicable)

**Date by Which Assignment(s) Must be Completed:** \_\_\_\_\_

**Assignment(s) To Be Completed:** (if needed, attach a separate sheet)

**Logistics Required to Complete Assignments:** (Canvas Shell Access, Testing Area, etc.)

### Signatures

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Dean

\_\_\_\_\_  
Date

(Continued on back)

### **The following provisions may apply for granting an incomplete grade:**

- An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid, or athletic eligibility.
- During the semester that a student is completing the Incomplete Grade Contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of Incomplete grade from the previous semester.
- Military students with Tuition Assistance benefits have 120 days to complete coursework from the original date the Tuition Assistance is filed.
- Online students are encouraged to complete the course within the same term and instructor if applicable.
- Students are not eligible to withdraw from a course with an incomplete grade.

When the Incomplete Grade criteria has been met, the instructor will complete a Change of Grade Form located in their PAWS account on or before December 1st for previous spring and summer Incomplete Grades and on or before May 1<sup>st</sup> for previous fall Incomplete grades. Incomplete Grades will convert to Failing Grades (F) after these dates.