



# Policies and Procedures

**TITLE: INCOMPLETE (I) GRADE**

**POLICY NO: 1-7**

**EFFECTIVE DATE: 04/15/96**

**VCCS POLICY NO: [6.0](#)**

**REVISED DATE: 06/05/07**

I. Purpose:

To define an incomplete or I grade and establish the circumstances under which it can be awarded.

II. Definition: N/A

III. Policy:

A grade of I (incomplete) bears no credit. An instructor may award the I grade for documented, unavoidable reasons and only when the student is passing the course and has completed most of the course requirements. Since the incomplete extends enrollment in the course, requirements for satisfactory completion shall be established through student/faculty consultation. The requirements for satisfactory completion must be documented in writing using the Incomplete (I) Grade Agreement ([JSRCC Form No. 11-0018](#)) and submitted to the school dean.

Courses for which the grade of I has been awarded must be completed no later than two weeks before the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon course work that has been completed. In the case of I grades earned at the end of spring semester, students shall have until the end of the subsequent fall semester to complete the requirements. A W grade (see JSRCC [Policy 1-10](#)) or an extension of the I grade should be awarded only under documented mitigating circumstances.

The due date of I grade changes will be one week before the last day of instruction of the subsequent semester. All I grades that have not been changed to another grade by the end of instruction date of the subsequent semester will be changed to a grade of F.

IV. Procedures:

1. Faculty members must submit to the appropriate school dean a completed and signed Incomplete (I) Grade Agreement form ([JSRCC Form No. 11-0018](#)) for each student who is being assigned an I grade.

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2. School deans will receive an I grade roster each semester immediately after the last day to withdraw from class. This roster is to be used to remind those faculty who assigned I grades the previous semester that those grades will be changed to F on the last day of instruction of the current semester.
3. A grade change form ([JSRCC Form No. 11-0019](#)) for each student who received an I the previous semester must be submitted by the faculty member of Admissions and Records at least one week before the last day of instruction for the current semester.
4. The Late Request for Withdrawal from Class(es) form ([JSRCC Form No. 11-0015](#)) must be used to award W grades for documented mitigating circumstances beyond the withdrawal period.
5. Faculty members must use the Grade Change form ([JSRCC Form No. 11-0019](#)) to extend the incomplete grade. Documentation of the mitigating circumstances must be attached. The signature of the associate vice president of academic affairs or designee is required.

V. Other Information:

[JSRCC Form No. 11-0018](#), Incomplete (I) Grade Agreement

[JSRCC Form No. 11-0015](#), Late Request for Withdrawal from Class(es)

[JSRCC Form No. 11-0019](#), Grade Change