

**Please see instructions on reverse side**

Student Name:	
Empl ID:	
Course:	Course: _____ Number: _____ Section: _____
Semester:	
Last date student attended class:	
Has the student satisfactorily completed more than <b>60%</b> of the course requirements and <b>attendance</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, then Incomplete should not be awarded.</b>
Assignments that student has not completed:	
Percentage of remaining work in relation to total work of the course:	
Reason for the Incomplete:	
Date student must complete work (cannot exceed the last day of class of the following semester):	_____ By signing below, the student indicates an understanding that the Incomplete cannot be extended, nor will work be accepted by the instructor beyond this date.
If the student fails to complete the remaining coursework, the default grade is:	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/> U <input type="checkbox"/>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date



## INSTRUCTIONS FOR INCOMPLETE GRADE FORM

A copy of this form must be completed by the instructor and the student in order to award a grade of "I" (Incomplete). **This form must be submitted to the Records Office and the division office for record keeping.**

The VCCS policy identifies an incomplete grade as "No grade point credit. The "I" grade is to be used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time."

To be eligible to receive an "I" grade, the student must:

1. have satisfactorily completed more than **60%** of the course requirements and **attendance**; and
2. request the faculty member to assign the "I" grade and indicate why it is warranted.

The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member must complete documentation that:

1. states the reason for assigning the grade;
2. specifies the work to be completed and indicates its percentage in relation to the total work of the course;
3. specifies the date by which the work must be completed; and
4. identifies the default grade (B, C, D, F, P, or U) based upon course work already completed. (Default Grade = What the student's grade would be in the absence of the work to be completed.)

Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Chief Academic officer of the campus, or his designee. An "I" grade will be changed to a "W" only under documented, mitigating circumstances which must be approved by the Chief Academic Officer of the campus, or his designee.

### **IMPORTANT NOTE:**

**If the work is not completed by the end date of the subsequent semester, the student will be awarded the "default grade." The default grade will be final. The instructor should not accept the work after this date unless there are exceptional and mitigating circumstances, and only with the approval of the Chief Academic Officer of the campus, or his designee.**

Once the student has completed the coursework and the instructor has changed the student's grade, an official grade change must be submitted to the Registrar. The Grade Change Form will then be placed in the student's academic file.