

## INCOMPLETE "I" GRADES

**Policy Number:** 209

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Requirements and procedures for assigning Incomplete "I" grade

**Related Policies:**

**Procedures:** [209P](#)

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/23/2020

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### 1. Scope

This policy applies to all credit classes.

### 2. Policy Statement

When a student is unable to complete a course within the normal course time for verifiable unavoidable reasons, the incomplete ("I") grade may be used. To be eligible to receive an "I" grade, the student must have satisfactorily completed more than 60 percent of the course requirements and attendance, and must 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.

Completion dates may not be set beyond the last day of the subsequent semester (to include Summer Term) without written approval of the Provost.

### 3. Definitions

"I" grade: Incomplete, carries no grade point credit.

### 4. Procedures

See [209P](#).

### 5. Authority

VCCS Policy 5.6.0 Grading System for Credit Classes