



Policies and Procedures

TITLE: INCOMPLETE "I" GRADE

POLICY NO: 1-7

EFFECTIVE DATE: 04/15/96

VCCS POLICY NO: [5.6.0](#), [4.3.2.3](#)

REVISED DATE: 06/28/11

I. Purpose:

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

II. Definitions:

Satisfactory completion: a grade of "D" or better unless otherwise defined by program or school.

Semester: a fall, spring, or summer term.

III. Policy:

The college recognizes that in certain circumstances, students are unable to complete course requirements within the established timeframe for a course. As such, the college offers an incomplete "I" grade option to extend the course for students in order to satisfy course requirements.

- A. To be eligible for an "I" grade a student must complete more than 50% of the course requirements and with appropriate documentation, must request that the faculty member approve his/her request for the incomplete grade (extension).
- B. The instructor has the discretion to award or deny an "I" grade request based on the circumstances and the documentation submitted.
- C. 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 [JSRCC Form No. 11-0018](#), Incomplete "I" Grade Request form, and submitted to the school dean.
- D. Courses for which an "I" grade 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. A "W" grade (see [JSRCC Policy No. 1-10](#)) or an extension of the "I" grade should be awarded only under documented mitigating circumstances.
- E. The due date for "I" grade changes will be one week before the last day of instruction of the subsequent semester. In accordance with *Code of Virginia*, Section 23-9.6, and VCCS Policy No. 4.3.2.3, exceptions to this timeline may apply for students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged

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absence from their enrollment. 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:

- A. The faculty member must confirm that the student has satisfied the criteria to request an "I" grade. This discussion should include the faculty member informing the student that the "I" grade will be requested. The faculty member should immediately complete [JSRCC Form No. 11-0018](#), Incomplete "I" Grade Request form online. Once completed this form is submitted electronically to the school dean. The school dean's response (approval or denial) will be e-mailed to the faculty member.
- B. If approved, the grade of "I" will be entered into the Student Information System by Admissions and Records, an e-mail confirmation will be sent to the student, and a 'To Do' list for the student will be created. The student's 'To Do' list is found on the Student Information System in the Student Center. The 'To Do' list will communicate the exact requirements and college due date for satisfactory course completion.
- C. If the request is denied, an e-mail notification is sent to the student from the Admissions and Records office. Additionally, the faculty member will award the grade earned by the student.
- D. 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.
- E. A [JSRCC Form No. 11-0019](#), Grade Change form, for each student who received an "I" the previous semester must be submitted by the faculty member to Admissions and Records at least one week before the last day of instruction for the semester in which the grade change is due.
- F. [JSRCC Form No. 11-0015](#), Late Request for Withdrawal from Class(es) form, must be used to award "W" grades for documented mitigating circumstances beyond the withdrawal period.
- G. Faculty members must use the [JSRCC Form No. 11-0019](#), Grade Change form, to extend the incomplete grade. Documentation of the mitigating circumstances must be attached. The signature of the vice president of academic affairs or designee is required.

V. Other Information:

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

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

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