

## INCOMPLETE GRADES

DATE APPROVED: Fall 2016

Issuance of incomplete grades is governed by [§5.6.0](#) of VCCS Policy. DSLCC will award incomplete (I) grades only when all the following circumstances apply:

- The student has completed 60% of the required work for the course at a passing level,
- The instructor has a reasonable expectation that the student can complete the remaining work,
- The instructor has identified the missing assignments and the deadline for completing them,
- The instructor has identified a default grade should the completion date not be met, and
- An Incomplete Grade Form has been signed by the student, instructor, and the Vice President of Academic Affairs.

VCCS Policy §5.6.0:

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) 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. 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 (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. 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.