

## Title V language

Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

## Contra Costa College

I — Incomplete This grade may be assigned if you have not completed all academic work by the end of the course, but only if such work is incomplete for justifiable reasons or because of an unforeseeable emergency. At the time the grade is submitted, the instructor will complete an "Incomplete Grade Contract" stating what work you must do to remove the "I" and what grade (A through F) will be awarded if the incomplete is not removed. **The instructor will then submit one copy of the form to the Admissions & Records Office, give one copy to you, and retain one copy.** (We no longer have duplicate copy forms) The "I" grade is not used in calculating units attempted or grade point average, but it is used in calculating progress probation. If you receive an incomplete for a course, do NOT enroll in the course again to complete the work. Contact your instructor if you have questions about how to complete the work required. A final grade for a course will be assigned when the designated work has been completed or when the time limit has passed. The required work must be completed no later than one year following the end of the term in which the grade was awarded.

## LMC

Incomplete: Conditions for Assigning an Incomplete: Academic work that is incomplete for unforeseeable, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in a student's record. Procedures for Use of Incomplete: An Incomplete form shall be filed with the Director of Admissions and Records and a copy given to the student by the instructor at the end of the term. This Incomplete form shall contain the condition for removal of the "I" and the grade assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. If the instructor has not changed the grade by the end of the expiration date, the grade will convert automatically. The incomplete must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall be used only in calculating enrolled units for progress probation.

## Diablo Valley College

The screenshot shows a web browser window with the URL [www.contracosta.edu/wp-content/uploads/2015/05/ISSUU-Diablo-Valley-College-Catalog-2014-2015.pdf](http://www.contracosta.edu/wp-content/uploads/2015/05/ISSUU-Diablo-Valley-College-Catalog-2014-2015.pdf). The page content includes:

- Incomplete Grades**: A section describing the policy for incomplete grades, stating that an incomplete grade must be made up no later than one calendar year following the grade assignment. It also lists reasons for incompletes, such as emergency, illness, or family emergency.
- Fairness in grading**: A section detailing grading policies, including the requirement to record the student's grade for each test or report, evaluate the student within the first week, and count a final examination for no more than one course grade.

At the bottom of the page, the text "DIABLO VALLEY COLLEGE CATALOG 2014-2015" and "chapter two COLLEGE" are visible. The Windows taskbar at the bottom shows the date as 5/7/2015 and the time as 7:00 AM.

## Solano College

**INCOMPLETE GRADES** An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year. Academic Regulations 40 When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. Students who do not complete the contract will be assigned a grade at the end of one calendar year.

## San Francisco City College District

2. "I/" Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent him/her from taking the final examination or satisfying the other requirements in a course.

## Sac City College (los Rios district) (2/3 policy)

Grades of Incomplete (I) an incomplete grade may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of an unforeseeable emergency or justifiable reason at the end of the semester. A student should have

completed at least two thirds of the coursework with a passing grade and be attending regularly up until the point the incomplete is requested; it is also expected that the student initiate the process and ask for the incomplete grade on or before the last class meeting. The decision to grant an incomplete is always the instructor's. To receive credit for the course, the student must finish the incomplete work no later than one year from the end of the semester in which it was assigned. The instructor may, as an option, require the work be finished at the end of the next regular semester rather than one full year if the instructor believes this is in the student's interest. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

#### Consumnes River College (Los Rios district)

An incomplete grade, "I", may be assigned by the instructor when, in the judgment of that instructor, the student is unable to complete the course requirements before the end of the semester due to unforeseeable, emergency and justifiable circumstances. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which it was assigned. A final grade will be assigned when the incomplete work has been finished and evaluated, or when the time limit for completing the work has elapsed. A student receiving an incomplete may NOT re-enroll in the course. A student may petition for a time extension due to extenuating circumstances.

#### Napa Valley College (no 75% policy)

Incomplete Grade Students who cannot complete academic work by the end of the semester because of an emergency or other justifiable able reason may contract for an "I" (incomplete) grade. The Incomplete Grade Agreement may be obtained at the Admissions and Records Office and must be signed by the student and the instructor. This form includes the conditions for removal of the "IB, IC, ID, IF or INC." The grade will be indicated using the I (example "B" in IB). The grade will be assigned in the event the conditions are not met. A final grade shall be assigned when the work has been completed or when the limit for completing the work has passed. The final date of completion shall be a joint decision of the instructor and student but shall, in no case, exceed a 90 day limit of one semester beyond the end of the semester in which the work was originally to have been completed. A student may petition the Vice President of Student Services for an extension if there are unusual circumstances. The Vice President, with the concurrence of the instructor, may grant the extension

#### Laney College (75% of term policy) (contract is strictly between instructor/student)

Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term) Conditions for removal of the "I" and the grade assigned shall be filed by the instructor with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester