



Incomplete Grading Procedure Riverland Procedure # 2.22.1

PURPOSE: The purpose of this procedure is to establish guidelines for faculty when students request an incomplete grade.

At the instructor's discretion, students who have been unable to complete course requirements due to unusual circumstances may receive an incomplete ("I"). No faculty member will assign a grade of "I" without a student first requesting the incomplete.

The following criteria must apply before consent for an incomplete may be given.

1. The student must have completed enough of the course work to potentially earn a passing grade if an incomplete is granted.
2. The student must be able to complete the remaining requirements of the course without direct instruction or supervision.

PROCEDURAL STEPS:

Step One: Permission for an incomplete must be communicated to the student in the form of an email so the granted permission is in writing. This permission should include the date course work is expected to be completed and submitted, and the detailed coursework required.

Step Two: Student completes incomplete coursework within 20 business days of the semester end OR by the date stipulated by the granting faculty member (whichever date is earlier).

Step Three: Faculty changes the grade from an "I" to the letter grade earned. If an incomplete is not resolved, a grade of F will be recorded on the student's transcript. An incomplete received in a prerequisite subject must be satisfied before the student may take the advanced course unless permission is given by the instructor of the advanced course.

LIST RELATED POLICIES, PROCEDURES OR FORMS HERE:

Riverland Community College Policy: [Student Grading Policy #2.22](#)

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Responsible Division / Author: Student Affairs / Vice President of Academic & Student Affairs

Date Revised: