



## **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 faculty's discretion, students who have been unable to complete course requirements due to extenuating circumstances may receive an incomplete ("I"). No faculty member will assign a grade of "I" without a student first requesting the incomplete, assigning a required completion date (no later than 20 business days into the following term), and submitting documentation to the registration department.

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:** Student contacts faculty to request a grade of I and provides documentation for the extenuating circumstance that is preventing student from completing the coursework by the original due date.

**Step Two:** Permission or denial for an incomplete must be communicated to the student in the form of an email so the granted permission is in writing by the faculty. This permission should include the date coursework is expected to be completed and submitted, and the detailed coursework required.

**Step Three:** At the time of assigning an "I" grade, faculty submits an Incomplete Grade eform to the Office of the Registrar. The eform requires the student ID, student name, course ID, subject, course number, section number, course title, extenuating circumstance, and the date provided to the student for required completion of coursework. The eform workflow includes communication to the faculty, student, assigned advisor, and the registration department.

**Step Four:** 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 Five:** Faculty initiates a grade change in eServices to change the grade from an "I" to the letter grade earned. If an incomplete is not resolved by the documented deadline, the registration department reaches out to the appropriate academic dean to ensure faculty take the next

appropriate step. If faculty are no longer at the institution or unable to complete the grade assignment, the dean will work with a content expert faculty member to determine an appropriate grade. Once the “F” grade is recorded, the course cannot be reopened, and the student must repeat the course or complete the grade appeal process. An incomplete received in a prerequisite subject must be satisfied before the student may take the advanced course unless permission is given by the faculty of the advanced course.

## **LIST RELATED POLICIES, PROCEDURES OR FORMS HERE:**

[Student Grading Policy #2.22](#)

[Incomplete Grade Form](#)

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**Date Issued:** May 2021 (New Procedure added to Policy 2.22); Approved July 2021

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

**Date Revised:** April 2024/form links updated; clarified process steps.