



**POLICY NAME**  
*Incomplete Grade*

**POLICY NUMBER**  
*1-7090*

<b>Responsible Office:</b> <i>Office of Enrollment Services/Registrar</i>	<b>Effective Date:</b> <i>01/21/2025</i>
<b>Responsible Official:</b> <i>Provost/Vice Chancellor for Workforce and Student Development</i>	<b>Last Reviewed Date:</b> <i>12/05/2024</i>
<b>Policy Classification:</b> <i>Academic and Student Affairs</i>	<b>Origination Date:</b> <i>04/27/2020</i>

### **I. POLICY STATEMENT**

An incomplete ("I") is a temporary grade that may be given by faculty (with academic dean approval) to a student when documented illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. The intent of an "I" is to allow a student 90 days from the end of the academic semester to complete coursework without reenrolling in the course.

### **II. POLICY RATIONALE AND SCOPE**

The grade of "I" is assigned only to students whose completed coursework has been considered qualitatively satisfactory or significant by the faculty member, but who were unable to finish all course requirements due to documented circumstances outside their control. When an "I" grade is awarded, the student has 90 days from the end of the academic semester to complete the missed coursework and/or demonstrate course learning outcomes or competencies. Failure to complete the required work within the 90-day timeframe will result in an automatic "F" grade for the course.

### **III. POLICY AUDIENCE**

This policy applies to all students enrolled in credit courses.

### **IV. POLICY COMPLIANCE**

Students who fail to comply with this policy will not receive an Incomplete grade; students who fail to complete missing coursework within the 90-day timeframe will have the "I" replaced with a course grade of "F."

### **V. POLICY DEFINITIONS**

**Satisfactory Academic Progress (SAP):** academic standard for students to remain eligible for federal aid.

## **VI. POLICY IMPLEMENTATION PROCEDURES**

### **Incomplete grades may be given only in the following circumstances:**

- The student has completed coursework deemed by the faculty member as qualitatively satisfactory or significant towards completion of course learning outcomes and/or required competencies but, due to unforeseen circumstances such as illness, necessary absences, or other reasons beyond the control of the student, the student is not able to complete course requirements by the end of the academic semester;
- Required work may reasonably be completed within 90 days from the end of academic semester. Completion of required work does not require the student to re-take any portion of the course.
- Final grades have not been submitted for the course.

### **Student and Instructor Responsibilities:**

- The faculty member of record is responsible for submitting the Incomplete Course Contract and Grade Change Form, if applicable. If the faculty member is unavailable, the student should contact the Department Chair or Academic Dean for assistance.
- The Incomplete Course Contract documents the request for the incomplete grade. The contract is agreed upon by the student, signed by both the faculty member and the Academic Dean, and submitted to the Registrar's Office as a part of the official student's record.
- The faculty member shall provide the student, in writing, specification of the requirements to be fulfilled.
- The student has 90 days from the end of the academic semester to complete coursework and/or demonstrate required competencies. The student is required to complete the course by the deadline whether or not he/she is enrolled at BRCC.
- Once coursework is completed and/or required competencies are met, the faculty member must submit a Grade Change Form for the final course grade to be awarded.
- Failure to complete the required work within the 90-day timeframe will result in an automatic "F" for the course.

### **Potential Impact of Incomplete Grade on Satisfactory Academic Progress, Federal Aid, and Merit-based Scholarships (example, TOPS and BRCC Foundation):**

- Incomplete grades could have an adverse effect on the student's ability to maintain satisfactory academic progress (SAP). An "I" grade will be considered an "F" for purposes of SAP until a letter grade is assigned in its place.
- It is the student's responsibility to inform the Financial Aid Office if an "I" grade changes during a payment period. If the change of the grade will affect the student's financial aid eligibility, the Financial Aid Office will perform a recalculation of aid eligibility during the payment period. Otherwise, the change of grade will not be factored into the cumulative pace rate until the next SAP evaluation.

## **VII. POLICY RELATED INFORMATION**

BRCC *Satisfactory Academic Progress (SAP)*, Policy No. 5.553

## **VIII. POLICY EXCEPTION**

Exceptions to this policy may be granted by the Provost/Vice Chancellor for Workforce and Student Development.

## **IX. POLICY HISTORY AND REVIEW CYCLE**

This policy will supersede its previous policy. This policy is to be reviewed and revised, as needed, within three years of the effective date.

**X. POLICY URL**

This policy may be accessed on the BRCC website at – [www.mybrcc.edu](http://www.mybrcc.edu).

**XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



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Willie E. Smith, Sr., Ed.D.  
Chancellor

01/21/2025

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Date  
Effective Date of Policy