



ACADEMIC POLICY Incomplete Grade Policy (AP01-2020)

Incomplete Grade Definition: A grade that is provided for unfinished or partial academic work during a term.

POLICY STATEMENT

An Incomplete (I) grade can be provided to a student in good standing when a student has satisfactorily completed 75 percent or more of the academic course work required by the course/instructor, but the student is unable to complete the remaining required academic work because of circumstances beyond the student's control. An "I" grade awarded to a student because of an unforeseeable emergency with justifiable reasons is only applicable until the following dates:

- Fall semester Incompletes – April 30th deadline
- Spring semester Incompletes – September 30th deadline
- Summer semester Incompletes – November 30th deadline

An instructor may, however, set a submission deadline sooner than the designated deadline depending on the type and amount of work pending submission. If the required academic work is not completed by the end of the designated deadline or by the instructor's earlier deadline, the "I" grade will automatically change to an "F" grade.

Policy Affiliation

The affected student is the one who will initiate a request for an incomplete grade through an Incomplete Grade Request form available at the Academic Affairs Office. Remaining academic work must be completed and submitted to the course instructor following the instructor's deadlines.

The affected instructor is the one who will identify conditions of the remaining academic work required of the student requesting the incomplete grade. Conditions may include student submission date to the instructor (within the designated deadline required by the policy). The instructor is the one who will evaluate the student's remaining academic work and submit to the Admissions & Records Office the student's final grade to change the "I" grade to an evaluative grade symbol of A – F through the Change of Grade form available at the Admissions & Records office. An Incomplete grade cannot be changed to a Withdrawal ("W") grade at any time for any reason.

Any "I" grade not completed prior to the instructor's deadline for the final Incomplete grade deadline or by the end of the designated deadline will automatically receive an "F" grade. Extensions are not allowed for any dates, whether an instructor deadline or final Incomplete designated deadline; however, the Dean of Academic Affairs may entertain case-by-case requests due to affected student extenuating circumstances. For example, an affected student continues to be hospitalized and needs an extension of time to complete required academic work.

APPROVAL SIGNATURES:

Deikola Olikong
Acting Dean, Academic Affairs
Palau Community College

6-19-2020

Date

Patrick U. Tellei, EdD
President
Palau Community College

6-23-2020

Date