

## **Incomplete Grades**

A grade of "incomplete" may be reported only in cases in which illness or other serious emergency has prevented the student from completing the work for the marking period. No incomplete is in effect until a form has been filed with the Registrar that states the reasons under which it has been granted, contains an evaluation of the student's work to the date of the incomplete, and is signed by both student and instructor. An incomplete may not be reported because of negligence or procrastination on the part of the student, and all incompletes are reviewed by the Subcommittee on Academic Standards. Students must provide documentation verifying the reason for the incomplete. An incomplete grade must be cleared before Roll Call of the following semester unless an exception is granted by the Subcommittee on Academic Standards. In every case, the incomplete must be cleared before the end of the semester. If an incomplete has not been cleared within stipulated time limits, the appropriate grade indicating a lack of satisfactory completion will be recorded. If the student is unable to complete any courses on time and earns either all grades of incomplete or a combination of incompletes and withdrawals, the college's usual practice is to implement a Leave of Absence.