



INCOMPLETE GRADE REQUEST PROCEDURE

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course.

Student Responsibility:

1. The student must request an Incomplete grade and contact the instructor for each course for which the Incomplete is requested.
2. The student must provide documentation of extenuating circumstances (extenuating circumstances are unavoidable situations or conditions beyond the student's control) as soon as the extenuating circumstances arises. Examples include:
 - a. Medical reasons-medical condition or hospitalization for a week or more resulting in the impairment of the student's ability to complete course requirements-must acquire physician's written documentation
 - b. Employment reasons-transfer to a remote location or major change in employment conditions-must acquire a voucher from employer
 - c. Military reasons-military service/deployment not within State of Alaska-must acquire documentation from a military official
 - d. Jury duty-must acquire a statement from the Court
3. The student must sign and date Incomplete Grade Contract form.
4. The student must follow through on assignment completion in the manner in which it is agreed upon in the contract.

Faculty Member Responsibility:

1. Verify the passing grade of "C" or better in the course with a minimum of 70% of course completion.
2. Obtain and complete the Incomplete Grade Contract. Attach the course syllabus, assignments to be completed, grading criteria, and statement of extenuating circumstances to the Contract form.
3. Sign and date the Incomplete Grade Contract form.
4. Submit to Assistant Director for Academic Affairs within one week prior to date course grades are due.
5. Complete Change of Grade form when contract conditions are fulfilled and submit to Student Services.

Submission of Incomplete Grade Contract and supporting documentation does NOT approve the Incomplete. For approval, the Assistant Director for Academic Affairs must sign, date, and submit the Incomplete Grade Contract to Student Services. Student Services will provide written notification of approval to the faculty member and student.

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The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with Academic Affairs before an I grade is assigned. Course work must be completed by a date specified in the contract, not to exceed one (1) year. Upon completion of the required course work, the faculty member must submit a change of grade form to Student Services. If course work is not completed within one (1) year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the I will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.