



Request for Incomplete Grade Campus Procedure 591.0 Academic Affairs

I. Purpose and Scope

A grade of “I” may be granted at the instructor’s discretion when the student has satisfactorily completed a minimum of 70% of the coursework for a registered course, but is unable to complete the final requirements of the course due to extraordinary and unexpected circumstances. Examples may include but are not limited to severe student illness or death of an immediate family member.

II. Definitions

Incomplete Grade: A provisional grade given when a course is not completed by the end of the academic term due to extraordinary and unexpected circumstances.

Extraordinary Circumstances: Incidents in which severe, unexpected circumstances would impede a student from completing the current course(s) enrolled in. Examples include but are not limited to the death of an immediate family member, student illness, birth of a child, or complications during pregnancy.

Immediate Family Member: Immediate family members include the following:

- Spouse or Partner: This refers to the legally married partner or a person in a recognized domestic partnership.
- Children: Biological, adopted, or stepchildren are generally considered immediate family members.
- Parents: Biological, adoptive, or legal guardians are usually considered immediate family members.
- Siblings: Brothers and sisters
- In-laws: Immediate family can sometimes include the parents and siblings of a spouse or partner.
- Caregiver of Record: The primary caregiver of a student (most often in cases that include minors).

III. Procedure

A student wishing to receive a grade of Incomplete must first discuss the circumstances with the faculty member assigned to the specific course. Once the student and instructor have developed a timeline for the remaining components of the course, indicating an expected date of completion the student must complete the request form available at <https://www.uaccb.edu/student-forms/>. The timeline must be included in the request. Documentation of unexpected circumstances must also accompany the request.

The student must have completed 70% of the coursework with a “C” or higher and have had satisfactory attendance and progress. The remaining coursework must be completed by the end of the following academic term or the Incomplete grade will be replaced on the student’s transcript as an “F.”

The instructor has the discretion of approving or denying an Incomplete grade request. It is the student’s responsibility to make arrangements with the instructor for the submission of all remaining coursework as early as possible and before the end of the academic term.

IV. Related Information

Not Applicable

V. Revision History

Effective Date: 8/16/2023

Revised Date:

Review Date: