



# Application for Incomplete Grade

See incomplete grade policy on reverse. To request an incomplete grade, student completes Sections I and II and submits form to Registrar. If approved, the Registrar specifies terms for making up the incomplete in Section III and returns a copy to the student.

Incompletes must be made up within one year of being assigned. If the work for the Incomplete is not finished within one year or before graduation, whichever comes first, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. Only in the most extenuating circumstances will extensions be granted beyond one calendar year. These requests must be approved by the Registrar and Dean.

<b>SECTION I - Student Personal Information - to be completed by student</b>			
<b>Student ID#</b>		<b>Student Name</b>	<b>Date</b>
<b>Degree/Program</b>			

<b>SECTION II - Request for Incomplete - to be completed by student</b>				
<b>Course Information</b>				
<b>Course #</b>		<b>Course Name</b>		<b>Year</b>
<b>Reason for Request - Attach Physician's Note if Necessary</b>				
<b>Student Signature</b>				

<b>Section III - College Approval and description of work to be completed</b>			
<b>Additional Work Required to Complete the Course</b>			
<b>Instructor</b>		<b>Completion Deadline</b>	

<b>SECTION IV - Approvals and Final Grade</b>			
<b>Other Information</b>			
<b>Signature of the Registrar</b>	<b>Final Grade</b>	<b>Date Completed</b>	
<b>Dean's Approval (if work completed after one year)</b>	<b>Approved</b> <input type="checkbox"/>	<b>Disapproved</b> <input type="checkbox"/>	<b>Date</b>

## ***INCOMPLETE I GRADE POLICY***

An Incomplete I is a temporary grade which may be given at the instructors discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

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

- The student's work to date is passing;
- The student has been satisfactory completing the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time
- The student initiates the request for an incomplete grade before the program end date;
- The instructor and student complete the Application for Incomplete Grade form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. **A failing grade will be recorded for students who cease attending class without authorization.**

### **The following provisions for incomplete grades apply:**

- Application for Incomplete Grade Form may be obtained on the web at [www.lcforms.com](http://www.lcforms.com) or in the Office of the Registrar. This form must be completed within 30 days of the course end date. Failure to do so will result in a failing (F) grade.
- It is in the students best interest that incomplete grades be made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was recorded. Only under the most extenuating circumstances may an Incomplete be made up more than one calendar year from the date it is recorded and only with a deans approval.
- The course work may be completed while the student is not enrolled.
- Incomplete grades will expire on the date selected by the professor when the grade of incomplete is entered. This date will be no more than one calendar year from the course end date. Faculty may enter a default grade which will appear on the transcripts should the expiration deadline lapse without further action on the part of the student. Incomplete grades may be replaced with letter grades prior to the expiration deadline with faculty approval. This policy affects Incomplete grades given in Fall 2012 and thereafter. Prior to 2012, unchanged incompletes remain on the permanent record as part of hours attempted and are calculated as a failing (F) grade in the GPA.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, or other purposes.
- An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not re-register for the course in order to remove the "I".

An Incomplete is not be assigned where the normal practice requires extension of course requirements beyond the course end date.