

Mountwest Administrative Procedure

Incomplete Grades

The grade of "I" (incomplete) indicates that the student has completed at least three-quarters of the coursework, but cannot complete the course for a reason that accords with the College excused-absence policy. Students must be in good standing in the class prior to receiving an incomplete.

The course instructor decides whether or not an incomplete will be granted and specifies in writing the assignments that the student must successfully complete to fulfill the course requirements.

If special circumstances exist which prevent the student from completing the course in the prescribed time, the incomplete may be extended one academic semester with the recommendation of the instructor and the approval of the division dean. The division dean must be provided a revised, signed contract.

When a student satisfactorily completes the course in the prescribed time, he/she will receive a letter grade.

If the student fails to complete the course requirements during the stipulated time, the grade of "I" changes to a grade of "F."

The processing of this grade change is the responsibility of the division dean. The time frame for the student to comply with the contracted coursework must be no later than the last day of class the following semester.

Effective date: March 10, 2010

Approved by: Dr. Keith Cotroneo, President


