



# ASNUNTUCK COMMUNITY COLLEGE

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*Registrar's Office*

## ASSIGNMENT OF AN INCOMPLETE (Board Policy on Reverse Side)

Student's Name \_\_\_\_\_ Student ID @ \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_

CRN and Course Number \_\_\_\_\_ Semester \_\_\_\_\_

**Policy:**

An incomplete (I) is a temporary grade assigned to a student who has complete at least 75% of the assigned work and, because of special circumstances, cannot complete the semester. An incomplete must be requested by the student and agreed to by the faculty member using this form.

The coursework must be completed per the instructor's expectations below and the deadline may not be extended beyond the 10<sup>th</sup> week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade of "F" unless otherwise indicated on this form.

**Requirements:**

In order to complete the course requirements, the student must (attach additional pages if needed):

*Optional:* The student has already completed the following assignments and tests and earned the following grades:

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**Student will receive a grade of \_\_\_\_\_ if coursework indicated above is not completed by the deadline.**

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies:

Academic Dean, Registrar, student//faculty member retains original

*Rev. 08/2015*



## 3.5.1 Granting of an Incomplete

1. An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.
2. A faculty member who assigns an Incomplete shall file a system report form that includes:
  - (a) a brief description of the requirements to be completed;
  - (b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
  - (c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the Academic Dean, the Registrar, and such other appropriate parties as the college may identify. The form, shown in the attachment, shall be standard for all colleges.

3. All Incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar by the end of the semester. If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student's transcript.
4. Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

(Adopted July 23, 2001)