

INCOMPLETE GRADE REQUEST PROCEDURE

An incomplete grade (I) is assigned only at the discretion of the instructor. It indicates 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. Each class for which an Incomplete Grade is requested; the student must complete an Incomplete Grade Request form, and contact the instructor(s).
2. The student must provide documentation of extenuating circumstances (unavoidable situations or conditions beyond the student's control) as soon as they arise. 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. Military reasons-military service/deployment not within State of Alaska-must acquire documentation from a military official
 - c. 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 according to the terms of the Incomplete Grade Contract form signed by all parties.

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. The instructor should complete and submit a Change of Grade form to Student Services when the student has met the conditions of the Incomplete Grade Contract.

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.