MEMORANDUM

DATE: May 2, 2024

TO: Maria Coulson – Academic Senate President

FROM: Jon Horinek – Dean of Enrollment Services/Registrar

SUBJECT: Incomplete Procedure Effective Spring 2024

Incomplete Grades:

An incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for justifiable emergencies or unforeseeable reasons at the end of the semester. This will result in an "I" symbol being entered in the student's record.

The decision to give an Incomplete rest solely with the instructor. A student who receives an Incomplete must consult with the instructor and make up the work no later than one semester following the end of the semester in which the "I" was assigned, (excluding summer sessions). After one semester the alternative grade will become permanent if the student fails to resolve the incomplete.

Rationale:

Faculty who assign an incomplete grade at the end of the term are required to submit an Incomplete Requirement Form after assigning the Incomplete grade on the final grade roster. Less than 20% of faculty complete this required step. Without this form, Enrollment Services cannot provide information to resolve the incomplete grade if the faculty member is not available.

Change in procedure:

Effective Spring 2024 (202410) the incomplete grade will no longer be available to faculty for assignment in the MyCOM final grade roster. To assign an incomplete, faculty are asked to follow the steps outlined below:

1. Enter the final grade (the grade the student would receive if the incomplete grade is not resolved) in the final grade roster using the MyCOM Faculty Portal.
2. Complete the [ONLINE Incomplete Requirement Form](#) online for each incomplete grade assigned.
   a. Enrollment Services staff will use this form to manually replace the final grade on the final grade roster prior to grade certification.

Incomplete Resolution

To resolve an incomplete, or change any grade, please complete the [ONLINE Grade Change Form](#).