

Report of Incomplete Grade

The Instructor should plainly state his/her policy regarding Incomplete grades in the course syllabus. Most departments have standard policies for awarding Incompletes. Please consult with your Department Chair.

Incompletes are rarely awarded. In general, they are awarded if a student has completed a majority of the course work with a passing grade and experiences highly unusual circumstances that prevent course completion. Withdrawing from the course is a more appropriate action for most students who cannot complete a course.

When awarding an Incomplete, instructors must complete the appropriate form and submit copies to the parties listed on the form. <http://www3.austincc.edu/it/eforms/frontpage.php?ID=AVPA.002>. The form establishes proper documentation regarding assignments the student must complete and the deadline for doing so.

An Incomplete cannot be carried on a student record beyond the established date in the academic calendar <http://www.austincc.edu/support/admissions/acacal10.php>. The student's work completion date is determined by the instructor, but ***may not be later than*** the final withdrawal deadline in the following semester. The Grade Change Request form, changing the Incomplete to the final performance grade earned, must be submitted to the Admissions and Records Department ***prior to the final withdrawal deadline*** of the following semester to prevent the automatic conversion of the "I" to an "F."

FY 2010 Dates:

Last day to convert incomplete grades from Summer 2009 semesterNov. 23 (Mon.)

Last day to convert incomplete grades from the Fall 2009 semesterApril 26 (Mon.)

Last day to convert incomplete grades from the Spring 2010 semesterAugust 2 (Mon.)

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