



Name of Policy: Incomplete Grades
Source: Academic Affairs and Student Affairs
Date Revised: June 2017
Form to Complete: Incomplete Grade Form; see the Registrar to initiate (form also available on Faculty portal)

**Policy:**

An Incomplete (I) is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may be given only in the following circumstances:

- The student’s work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- The student must be in good academic standing;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student’s failure to complete work or as a means of raising their grade by doing additional work after the grade report time;
- Students may request incomplete grades for as many classes as they deem necessary; however, incomplete grades will only be approved a maximum of two semesters during a student’s academic career at KCAI.

The timeline to complete the work will be decided by faculty, in conversation with the student. It is recommended that the deadline for completion not exceed 6 weeks, so that the student might complete all outstanding work before the beginning of the following semester. In cases of exceptional circumstances involving either the student or the availability of the instructor, the recommended

deadline may be extended after the faculty notifies the Registrar's office, but cannot exceed the final day of the semester that follows the semester in which the incomplete was taken.

**Procedure:**

1. The student discusses the possibility of an Incomplete with their instructor(s).
2. The instructor fills out the Incomplete Grade Form, including an outline of the work that needs to be submitted by the student to fulfill course requirements. A deadline for both completion and grade submission must be included in the outline.
3. All paperwork is due to the Registrar by 4:00pm on the Tuesday following the last day of classes.
4. The student will be required to complete all work by the completion date set by faculty.
5. Once the work is submitted and reviewed, the faculty member will submit the new grade to registrar@kcai.edu by the deadline set for grade submission.
6. At the end of the time allowed for grade submissions, the Registrar will change the incomplete (I) grade to the new grade submitted by the faculty member, or, if a grade has not been submitted, will change the grade to a fail (F). If the student and faculty member agree to extend the deadline, the Registrar must be notified.