

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 8381

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**PROCEDURE TITLE:** Granting and Removing of Incomplete Grades

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64

**BASED ON POLICY:** IV-5 Student Rights and Responsibilities

**EFFECTIVE DATE:** February 7, 1978

**LAST REVISION DATE:** ~~November 8, 2005~~, March 11, 2024

**LAST REVIEW DATE:** ~~November 8, 2005~~, April 16, 2024

## I. PURPOSE

To set forth the process by which students may receive an Incomplete grade at the conclusion of a term and have an opportunity to complete the academic work in a subsequent term.

## II. PROCEDURE

An incomplete grade is submitted when the student's work in a course is incomplete, and the student has obtained the instructor's permission to finish the course.

An Incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term. If a grade of B-D or S is possible, this grade may be granted, even though the student and instructor may agree that a higher grade is possible with further effort on the part of the student.

Students may request a grade of Incomplete only after the drop/withdraw date has passed. The decision to grant such a request will rest with the individual course instructor. The students have an opportunity to appeal the course instructor's decision, if it is negative, to the immediate supervisor of the course instructor. This would be a one-step final appeal process.

If the decision is reached by the course instructor to grant an Incomplete, this must be accompanied by a written and signed agreement between the course instructor and the student. The agreement form is incorporated as a reference on this procedure and contains the following points:

1. The time period in which the course requirements must be completed. As a standard rule, this work should be completed by the last day of the next major term (Fall or Spring). An extension of this time limit may be granted by the appropriate


Department head after consultation with the instructor, if the reasons are determined to be beyond the control of the student – severe illness, accident, etc. In the event the Incomplete grade is carried past the next major term, faculty must maintain course records for the student up until the next major term from the time at which the grade is recorded on the student transcript.

2. The specific requirements that must be completed and the manner in which they are to be completed. This might include some reference to grading criteria.
3. A provision that if the requirements have not been met by the end of the next major term, a Failure will be recorded as the grade for the course. A student does not remove an Incomplete by registering in a subsequent term to re-take the course.

During the period of time before the end of the next major term, the [Grade Change Form](#) will be initiated by the course instructor to request a change of grade following the student's completion of the work specified in the Agreement.

The Registrar's Office will provide listings of unchanged Incomplete grades to each Division four to six weeks prior to the scheduled conversion date from "I" to "F". Unless a specific request is received from the Department Head to extend the period of time beyond the next major term for particular students, the remaining Incomplete grades will automatically be converted to "F" grades following the end of the next major term.

When a grade change is processed, the student will be notified by the Registrar's Office.

	
04/16/2024	
<b>PRESIDENT</b>	<b>DATE</b>

MIAMI DADE COLLEGE

AGREEMENT FOR GRADE OF INCOMPLETE

STUDENT NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_

INSTRUCTOR'S NAME \_\_\_\_\_ TERM \_\_\_\_\_

A grade of "I" will be recorded for the student in this course. The "I" will be converted to the appropriate letter grade upon completion of the following:

- Work must be completed by: \_\_\_\_\_
- The work must be completed by the student and a [Grade Change Form](#) must be received in the Admissions and Registration Office from the instructor by the end of the next major term (Fall or Spring); otherwise, a grade of "F" will be automatically assigned.
- The student should not register for this course again until a grade of A, B, C, D, F, S, P, or U has been assigned for this course #.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY SIGNATURE

- copy 1 - Student  
 2 - Faculty  
 3 - Department

