

“I” Grade Policy

Purpose:

The purpose of this policy is to define the purpose and use of the “I” grade.

Background:

The College’s practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate’s recommendations were submitted on March 11, 2002.

Definition

<u>Grade</u>	<u>Meaning</u>
I	Incomplete

Policy:

Incomplete Grade (I): A grade of “I” may be given for a course in which a student has failed to complete a small but important part of a semester’s work, if the instructor believes that the failure was caused by conditions beyond the student’s control and not by carelessness and procrastination. Each student who receives an “I” should consult with the instructor to determine what work must be done to remove the “I.”

If this work is completed by the deadline specified in the HawCC Academic Calendar, the instructor will report a change of the incomplete grade, taking the completed work into consideration.

If this work is not completed by the deadline, the “I” grade will become a grade as determined by the instructor. The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment.

¹ Supercedes Haw 5.303, June 10, 2002
Revised Policy issued by Rockne Freitas, Chancellor