



COMMUNITY COLLEGE  
OF RHODE ISLAND

POLICY MANUAL

POLICY TITLE: 3.3.4 Incomplete (I) Grade

EFFECTIVE: 2/1/00

REVISED: 2/13

---

**A. BACKGROUND:**

CCRI has established a policy that provides a framework and timetable for student completion of required course work to receive a grade which will be reflected on the student's transcript.

**B. POLICY STATEMENT:**

CCRI Faculty will award an incomplete (I) grade designation at the end of course(s) to which assigned on or before the applicable due date. This is a temporary grade used only when a student is PASSING, **has attended or completed at least 75% of the course and is unable to complete the course due to extenuating circumstances** (i.e. illness, death, unforeseeable accident, unavoidable circumstance, etc.).

**With the instructor's consent, a Contract for Completion of Incomplete Coursework form must be completed by the instructor and student with the understanding all remaining work must be completed by the end of the following semester (exception: if "I" given in Spring, work must be completed by end of fall semester). Should the work not be completed by the established date in the contract, the "I" will revert to an "F".**

**C. DEFINITIONS**

**PERCENTAGE OF WEEKS TO QUALIFY FOR "I":**

- 15 Week session - complete at least 12 weeks and is passing course
- 8 Week session - complete at least 6 weeks and is passing course
- 6 Week session - complete at least 5 weeks and is passing course
- 5 Week session - complete at least 4 weeks and is passing course

**D. POLICY APPLIES TO:**

This policy is applicable to all faculty assigned responsibility for CCRI credit courses. This policy does not govern the award of the I/C grade.

**E. RESPONSIBLE DEPARTMENT:**

The Office of the Vice President for Academic Affairs in consultation with the appropriate Academic Dean through each academic department is responsible for implementing and maintaining this policy.

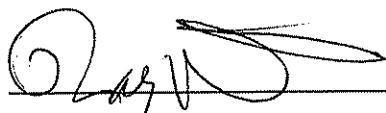
**F. RELATED POLICIES:**

3.3.1 Grading Due Dates

**G. PROCEDURES:**

A contract form must be completed **prior** to the onset of the following term. It must be signed by the instructor, student and the Department Chairperson. The student must complete all work identified in the contract by the end of the following term (exception: if "I" given in Spring, work must be completed by end of Fall term). Should the student fail to comply with the contract by the designated completion date, the "I" grade will automatically be converted to an F. An official Grade Change must be submitted by the instructor to Enrollment Services upon satisfaction of the contract.

APPROVED:



Ray M. Di Pasquale, President

10-16-13

Date