COMMUNITY COLLEGE OF VERMONT
INCOMPLETE POLICY

November 21, 2019

POLICY

A student at CCV may be granted an incomplete only in extraordinary circumstances during the final 20% of a course. For example, a student taking a 15-week course could be granted an incomplete due to a significant and unexpected event that occurs in the last three weeks of class. To be eligible, the student's work must be earning at least a C- or higher and their attendance must be satisfactory per CCV's Attendance Policy. An incomplete is not given as a substitute for a failing grade or as a means of raising a grade by doing additional work after the course deadlines.

PROCEDURES

1. The instructor and/or the student contacts an advisor to initiate the process. The advisor facilitates the completion and submission of the Incomplete Request Form, but the instructor is responsible for specifying the work to be completed, the date by which the work must be completed, and the default grade.

2. The Incomplete Request Form should be signed and submitted to the registrar's office before the end of the academic term.

3. If the work is completed satisfactorily and by the established deadline, the "I" recorded will be removed and the appropriate grade inserted.

4. In all cases, an Incomplete should be completed within seven weeks of the end of the course.

5. A request for a late withdrawal may be more appropriate than an incomplete when:
   a. the student cannot be reasonably expected to complete the remaining work within the time frame of an incomplete;
   b. the extenuating circumstance the student is experiencing appears likely to persist beyond the timeframe of an incomplete; and/or
   c. the student is not performing satisfactorily at the time an incomplete is requested.

Community College of Vermont
Incomplete Request Form

Course # and Title	Student's Name
Student's ID#	Faculty Member's Name
Semester	Center

1. An Incomplete may be offered by a faculty member in consultation with the student's advisor if the following criteria are met:
   - The student has experienced a significant and unexpected event, which has occurred within the last 20% of a course.
   - The student is earning a C- or higher.
   - The student is regularly attending class and meeting the instructor's attendance policy requirements.
2. If the criteria above have been met, the Incomplete Request Form must include a plan for completion, including detailed assignments and due dates. In addition, the faculty takes responsibility for submission of the final grade. Incompletes must be completed no later than seven weeks from the end of the course, though faculty may set an earlier deadline for completion.
3. The student's faculty and academic advisor must approve the Incomplete and sign this form; students can submit their signature through either written or verbal consent.

Incomplete Plan & Deadlines – Describe assignment expectations:

Date for completion of work by student*:_____(*No later than 7 weeks from end of semester) Grade due to registrar:_____(Seven days from completion date)
Default grade (Grade without completion of work outlined above):

Faculty Signature_____Date_____

Student Signature_____Date_____

Advisor Signature_____ Date_____

Revised 9/19