

Information for ELI Faculty: The Grade of “I” or Incomplete

The incomplete (“I”) grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade:

1. The students must have satisfactorily completed more than 60% of the course requirements and attendance.
2. The student must request the faculty member to assign the “I” grade and indicate why it is warranted.
3. The faculty member has the discretion to decide whether the “I” grade will be awarded.

Since the “I” grade extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student and documented on the “I” Grade Assignment Form (125-076). In assigning the “I” grade, the faculty must complete documentation that

- States the reason for assigning the grade.
- Specifies the work to be completed and indicates its percentage in relation to the total work of the course.
- Specifies the date by which the work must be completed.
- Identifies the default grade (“B”, “C”, “D”, “F”, “P”, “R”, or “U”) based upon course work already completed.
- The form will need to be approved by your Dean before submitting the form to your campus Student Services Center along with any documentation.

Completion dates may not be set beyond the last day of the subsequent semester (to include Summer Term) without written approval of the Chief Academic Officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus. A fillable copy of form 125-076 can be found at <http://www.nvcc.edu/forms/pdf/125-076.pdf> and a copy is attached to the next page for your information.

Source: Faculty Handbook, Section 3.3, 2016-17.

"I" Grade Assignment

Instructor: Enter the student and course information below.

Student Information

Enter the information for the student who is being assigned as "I" grade.

* Last Name: _____ * First Name: _____ M.I. : _____

* NOVA Student ID: _____

Course Information

* Term (check one): Fall Spring Summer * Enter year: _____ Campus: _____

Class Number	Course Prefix	Course Title	Section	Session Start Date	Credits
Example: 16936	ARA 101	Beginning Arabic I	050A	8/20/2014	5

* In the space below, explain the reason(s) for granting the extension. Attach any supporting documentation.

Circle the grade the student will receive if the outstanding work is not submitted (current grade):

B C D F P R U

Provide the student's achievement to date and the remaining course requirements below:

In each instance where an "I" grade is assigned, the instructor of the course shall, at the end of the semester in which the "I" grade is given, indicate on the "I" grade assignment form what the student must do to complete the course and how the completed work would affect the final grade.

* Enter what percentage remains: _____%

* Select the due date for completing assignments: Due _____

* In the space below, list the outstanding assignments and the percentage value of each.

Instructor Information:

* Instructor Last Name: _____ * First Name: _____ M.I. : _____

* Instructor ID: _____ * NOVA Email: _____

* Instructor Signature: _____ Date: _____

* Approved by Dean/ Not Approved by Dean (Circle One)

* Dean's Printed Name: _____ * Dean's Signature: _____ Date: _____

Attach documentation to this form and submit to the campus Student Services Center.