

I. Purpose

We are committed to student academic success; therefore, LCC instructors may utilize "Incompletes" as temporary placeholders for grades. "Incompletes" will not be counted toward the establishment of an earned grade point average (GPA) or toward graduation from Lansing Community College.

II. Scope

This policy applies to a student who is unable to complete a course for a specific, good, and serious reason, such as incapacitating illness, legal involvement that cannot be rescheduled, or changing work obligations. Additionally, the student will have demonstrated successful progress in the class. The final decision for issuing an "I" grade lies with the instructor.

III. General

An instructor may approve a student-initiated request for an incomplete if only a small portion of the work remains (for example, only 20% of the work remains) and the reason for the request appears sound. After the instructor issues an "I" grade, a written "I" grade form will be provided to the student and the instructor's supervisor. The form will indicate what work needs to be submitted, the grade that will be assigned if no further work is completed, and the deadline for completion of the work. All incompletes must be made up by the end of the next regular semester (summer semester is excluded) or earlier if an earlier date is established by the instructor or department. An extension may be granted if requested in writing by the student and approved in writing by the instructor and department by the last day of the deadline; otherwise, the "I" grade will be converted to the grade specified if no further work is completed.

Note: A student may not register for the same course until the "I" grade is resolved.

IV. Responsibility

LCC instructors are responsible for processing the documentation for incompletes and the change in grade through their divisional or instructional offices. The College Registrar is responsible for the issuance of the grade.

