

## Incomplete Grade Information

***I-Incomplete:*** The “I” grade is given for passing work which could not be completed due to circumstances beyond the student’s control. Giving an “I” grade is advantageous to the student if the student has successfully completed the bulk of the work required for the course prior to whatever event prompted the request for an incomplete grade. The student benefits in that they do not have to repeat the work already accomplished and they do not have to pay for the course again. The following regulations apply to “I” grades:

1. In no case is an “I” to be used by faculty to avoid the assignment of “D” or “F” grades for marginal or failing work.
2. The work to make up an “I” must be completed by the time specified on the contract form to which the instructor and student have agreed. In no case will the time exceed beyond the next regular semester (summer does not constitute a semester for this regulation).

Change of an “I” is accomplished by the instructor submitting a change of grade form to Student Services when the student’s work has been completed. In the event the student does not complete the work and/or no change of grade is submitted by the faculty at the **end of the next regular semester, the grade will automatically revert to an “F”**. A student cannot change an “I” by re-enrolling in the course. Repeating a course will give the student a new grade but will not remove the “I” from the previous grade report.

3. An “I” grade will not replace an “F” grade for GPA determination.

### Assigning an Incomplete Grade (“I”)

An instructor may enter an incomplete grade for a student meeting these criteria by:

1. Login to MyENMU (SSB – Banner)
2. Click on “Return to Menu” top right corner
3. Click on “Faculty and Advisors”
4. Click on “Incomplete Grade Request Form”
5. Click on the “Course” that the student is registered for
6. Click on the “Student’s Name”
7. Fill out all the information on form
8. Click Submit

### (“I”) What Happens Next?

1. The student will automatically be assigned an “I” grade for the course.
2. You, the student and [records.scan](#) will receive an email with the following information:
  - ✓ Class information
  - ✓ Student information
  - ✓ Grade up to this point
  - ✓ Reason for incomplete grade
  - ✓ Work to be completed for course
3. Change of grade or convert to an “F” after the end of the next full semester.