

## **GUIDELINES ON INCOMPLETE GRADE**

An incomplete grade (“I”) may be reported for a student that, for a good and acceptable reason, is unable to complete all coursework, according to the provisions in this document.

1. Any student finding him/herself in an emergency situation that prevents his/her completing all assigned work by the end of the course can request an incomplete grade from his/her instructor. Reasons for requesting an incomplete grade:
  - a) Medical emergency.
  - b) Family emergency.
  - c) Other justifiable emergencies, as approved by the Academic Director of ISP, that prevents the student from attending class and/or completing assigned coursework.The student must present documentation supporting the emergency when requesting an incomplete grade.
2. In order to be eligible for the incomplete grade, besides being in an emergency situation as stated in item 1 above, the student must meet all the following requirements:
  - a) Student has attended at least 62.5% of the course (two full weekends plus one full day of class).
  - b) Student has completed at least 50% of the assignments and quizzes/tests for the course.
  - c) Student has a passing grade for the 50% of assignment and quizzes/tests that have been completed.
3. The student is not allowed to carry more than one incomplete grade at the same time.
4. The student with an “I” is required to complete the coursework by the completion of the second offering of the course after the student has received the incomplete. Failure in comply with this requirement will result in such an “I” grade automatically be changed to an “F” grade. Should a student receive an “I” or “F” in a course which serves as a prerequisite for another course, they may not enroll in that course until the “I” or “F” in the prerequisite course has been completed and brought to a passing grade.
  - a) When completing the coursework as indicated above, the student is required to pay 50% of the full tuition and fees for the course.
  - b) If a student wants to expedite the process of making-up an incomplete grade, he or she may request individual tutoring, if the teacher is available. Such tutoring will take place one-on-one with the same number of hours the student missed during the regular course. When making-up an incomplete under individual tutoring, the student will be charged one hundred dollars (\$100.00) per hour of tutoring, plus three hours for the final exam.
5. If a student attended all classes and missed only the final exam, he or she will be assigned an incomplete grade. The student must take the exam within 10 days from the original date or the grade will result in an “F”.

6. In completing the coursework as indicated in item 4, the student:
  - a) Carries the same grades of the assignments, quizzes, and tests he or she completed in the original course.
  - b) Must attend 100% of the missing classes he or she did not attend in the original course due to the emergency situation.
  - c) Must complete all missing assignments, quizzes, tests, and the final exam that he or she did not complete during the original course.
7. No tuition and fees refund is due to any student that requests an incomplete grade.
8. In order to request an incomplete grade the student must complete an “Incomplete Grade Petition” with the teacher and file the completed petition with ISP.

Adopted on 06 / 30 / 2009