

Incompletes

Students should only be granted an "I" if:

- He/she provides acceptable documentation why the work could not be completed during the assigned time;
- The student has completed 70% of the course requirements. (A student *cannot* completely retake the course with an "I").

The student, instructor, and School administrator signatures are required on paperwork available in the main office. (Do not just mark "I" on gradesheet.)

Please keep in mind:

- Once granted, it is the instructor's responsibility to grade work pending, and to submit final grade once work is completed.
- Do not grant an Incomplete unless a 70% of the course requirements have been completed by the student.
- The School greatly discourages granting Incompletes

[Incomplete Grade Request form](#)