



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy # 1.504

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**Incomplete Work Policy**

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Authority:	Registrar's Office	Effective Date:	5/20/2015
	Academic Affairs	Last Revision:	10/26/2021

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**PURPOSE:**

The purpose of this policy is to communicate the conditions that exist regarding incomplete coursework.

**POLICY STATEMENT:**

A student may receive a grade of "I" in a course if the student's current average is a C or higher at the point of determination, based on completed coursework when documented extenuating circumstances cause the student to be unable to complete the required work. In lieu of this requirement during a global pandemic or disaster (or other event deemed applicable by the College), the C requirement may be waived. The student is responsible for making up all unfinished work within the next semester/session by the designated date. The "I" will be changed to an "F" if all work is not completed satisfactorily by the required date. The student will not be allowed to reenroll for the course until the "I" is changed to a letter grade.

The student is responsible for making up all unfinished work from the Fall semester by the withdrawal date of the Spring semester and for making up all unfinished work from the Spring semester and the Summer semester by the withdrawal date of the Fall semester.

Students should be aware that an "I" grade has financial aid implications and that they should complete the course work as soon as possible. In cases where the course in which they received an "I" is a prerequisite for another course, students may not register for the second course until they convert the "I" into a grade of "C" or above. If all work is not completed satisfactorily by the designated date, the "I" will be changed to an "F."

**Distribution:** Distributed via College Catalog.

**APPROVAL:**

Reviewing Council/Entity	Approval Date
Executive Cabinet	5/20/2015
Governance Council	10/26/2021
Chancellor's Leadership	11/2/2021