

COLLEGE OF MICRONESIA-FSM
BOARD POLICY NO. 3115

Title: **Incompletes**

Date Adopted: 4-5 April 2000

Date Revised:

Date Reviewed: 24 May 2018

References:

~~It is the students' responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall to remove it. When the coursework is completed, the instructor will submit a grade to the Office of Admissions, Records and Retention. If the student fails to make up an "I" grade by mid-term of the following semester, the "I" will be changed to an appropriate grade on the transcript.~~

It is the student's responsibility to clear the incomplete grade labeled (I) by mid-term of the following semester. For example, a student who has an incomplete grade assigned to a course from the spring semester has until mid-term of the next fall to remove the I in place of a letter grade. The newly assigned grade will be based on the completed coursework, as evaluated by the instructor for the course. Once grading is done, the instructor will submit the earned grade to the Office of Admissions, Records and Retention to replace the I. If the student fails to complete the coursework and the instructor has not submitted a grade change form by mid-term of the following regular semester, the Office of Admissions, Records and Retention shall administratively convert the "I" grade to "F" (Fail) on the student's transcript. The instructor will be notified prior to conversion."