

# Incomplete Grades

07/07/2014

Institution	Confer in Term Enrolled	Confer in Term Completed	Length of time to complete the Incomplete course	Exceptions to Policy
College of Dupage	X		1 year from end of original term	Incomplete grades change to F after 1 year. No exceptions are needed because there is no time limit for an instructor to change an F grade to a higher grade. We will graduate students with outstanding incompletes if they have satisfied all requirements and the unfinished course is not needed in any way.
College of Lake County		X	Usually 120 days, on the 121 <sup>st</sup> day the I becomes an F. Veterans and military personnel who are deployed or called to active duty service have 1 year.	Case by case exceptions may be granted if approved by the dean. All grade changes for a course older than 1 year must also be approved by the VP of Ed Affairs.
Elgin Community College		X	In general students complete within 120 days. Faculty determine deadline and if not completed, incomplete turns into an F.	No exceptions because faculty decide on end date. We do not provide exceptions to our conferral policy. We have supplied letters confirming completion of requirements and expected conferral date for employment purposes. If student has incomplete in additional coursework not required for the degree or certificate, we do not wait for that coursework to be completed.
Harper College		X		
Heartland Community College		X	Incomplete must be completed no later than the end of the following semester (excludes summer)	
Illinois Valley Community College		X	End of the following semester excluding summer. I's are then changed to F's.	Faculty can submit a grade change once the I is changed to an F – we have no time limit. We will graduate students if they do not need the class for their program completion.

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John Wood Community College		X	Until mid-term of the following 16 week semester (excludes summer)	We would not graduate with an incomplete even if the course was not one required by the program or degree. It could change the GPA and thereby change whether or not the student fulfilled requirements successfully.
Kankakee Community College		X	6 months from the end of the semester.	After 6 months, the incompletes are converted to F's. We can change the grade after conversion, if we have appropriate documentation from the instructor. If the student has an incomplete for a course that is not required for their degree/certificate, KCC will still graduate the student.
McHenry County College	X		Must complete the remaining work before the end of the next regular (fall or spring) semester.	If the student doesn't complete the incomplete option by the end of the next term, the I changes to an F. We do not graduate with an incomplete even if the course was not one required by the program or degree because of the cum GPA.
Moraine Valley Community College	X		Must be completed by the end of the semester following the term in which the course was taken (not including summer semester)	We don't have any articulated exceptions, however, given any rare or unusual documented circumstances, we would consider an exception on individual basis. It would have to be a pretty good reason, but we'd listen and consider.  We would not graduate with an incomplete even if the course was not one required by the program or degree. It could change the GPA and thereby change whether or not the student fulfilled requirements successfully.

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Prairie State College		X	Must be completed by the end of the semester following the term in which the course was taken (not including summer semester)	PSC would not graduate with an incomplete even if the course was not one required by the program or degree. It could change the GPA and thereby change whether or not the student fulfilled requirements successfully. Also, depending on the student's GPA, honors could also be impacted. As the grade could impact other factors related to the record, we would not award until all grades are received.
Rock Valley College		X	The time specified by the instructor when assigning the Incomplete up to 1 year.	Incomplete grades go from I to an F as specified by the instructor up to one year. If the student doesn't complete the incomplete option by the date agreed upon, the course will default to an F automatically. We are able to graduate students with an I status if the course is not needed as part of the degree requirements.
Southwestern IL College		X	Students have 100 days after the class end date to complete the class. After the 100 days the grade of "I" automatically rolls to a grade of "F".	Very rarely are there exceptions to the policy. If a student has an Incomplete grade for a course that's not required we would not confer the degree until the course is graded.