

# INCOMPLETE ACADEMIC WORK

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If, due to unforeseeable, emergency and justifiable reasons, a student has not completed academic work at the end of a semester/session, an incomplete "I" symbol may be requested. It is the primary responsibility of the student to request an incomplete. A student may obtain an Incomplete Petition from a campus Admissions and Records office and submit it to the professor for approval. If approved, the professor will file a written record of the conditions for removal of the "I" and the grade assigned in lieu of its removal. The student may not re-enroll in the course, but instead works with the professor to complete the required academic work no later than one year after the end of the term in which the incomplete was assigned. The student must submit a grade change petition upon completion of the work. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

Incomplete symbols are not used in calculating units attempted or grade points.

Reference: Sierra College Board Administrative Procedure 4230 ([http://www.sierracollege.edu/\\_files/resources/about-us/board/policies/chapter4/Administrative-Procedure-4230.pdf](http://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter4/Administrative-Procedure-4230.pdf)).