



STUDENT FAQ - RRCC INCOMPLETE GRADE POLICY FOR SPRING 2020

An Incomplete will only be considered for extenuating circumstances in which you are unable to complete the required coursework by the end of the semester. Moving to online instructions will not qualify as an extenuating circumstance, unless your course requires a physical presence on class and you are unable to complete all coursework by the of the semester.

Q. What is an 'I' grade notation?

A. The 'Incomplete' or 'I' grade is designed to assist you if you have completed over 60% of the coursework in the term with an earned grade of 'C' or better.

You do not 'Withdraw' or take an 'F' notation for the course. Instead, you are given the option of completing the course with no additional tuition costs within 3 consecutive terms.

Q. Does the 'I' grade permanently remain on my transcript?

A. No, the 'I' grade will be updated to your earned grade once you complete the course.

The course must be completed within 3 consecutive terms.

Q. What is the benefit of receiving a grade of 'I'?

A. If you are unable to complete the course by the end of semester due to extenuating circumstances, and you are earning a grade of 'C' at the time that you request an 'I' grade, you are given the opportunity to complete the additional coursework over 3 consecutive semesters.

Q. Do I have to repay my financial aid if I take an 'I' grade?

A. No, you will not be required to repay financial aid because you have completed over 60% of the coursework with a passing grade.

Q. If I withdraw or receive an 'F' grade because I have not completed at least 60% of my coursework with a passing grade, what additional costs could I have?

A. You will have a permanent W or F on your official transcript (or AW).

You may have to pay out-of-pocket for the unearned portion of the financial aid you originally received (applies to AW grades as well).

Q. Does an 'I' grade impact my financial aid satisfactory academic progress (SAP) status?

A. Yes, 'I' grades temporarily impact your SAP status while in place. You can contact the Financial Aid Office to have your SAP status re-evaluated when the 'I' grade is updated to a passing grade.

Q. How can I request an 'I' grade?

A. Request an 'I' grade directly from your instructor. Once the Incomplete Contract has been completed by the instructor, you must agree to the contract through your student email account. Student Records will contact you through your RRCC student email account to confirm the contract.

Q. How does it impact me when classes are canceled?

A. While you would be refunded for the tuition and fees charged for the class, you may be required to repay financial aid that you have received. This would generate a bill on your account, which could be sent to collections once the term ends if left unpaid. Check with the Financial Aid Office to see how a canceled class will impact your financial aid.