

Policy Statement

Faculty members will submit final grades for each academic term (and part of term) by 5:00 PM on the first Monday following the end of that term (or part of term).

Policy Details

This process is current as of March 29, 2023, and may be updated at the consensus discretion of the College Registrar and the Director of Learning Resources, without further approval.

Procedures

1. Faculty members will submit course grades through the College’s Learning Management System (LMS).
2. Final letter grades will be in accordance with the **Grading System Policy**.
3. Any awarded (I)ncomplete grades shall have an Incomplete Grade Contract completed and submitted to the respective academic dean.

Resources

Documentation

Incomplete Grade Contract – Community Site > Records > Forms - Fillable

Definitions

<i>Term</i>	Definition
<i>Incomplete</i>	Grade issued for a course in which a substantial portion of the course work has been satisfactorily but not entirely completed as of the end of the semester.

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
7/21/2015	Policy	Issued	CASA
8/19/2015	Policy	Revised	CASA
3/29/2023	Policy	Policy Details updated	Eric Steinberger
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair
2/19/2026	Entire Document	Reviewed	Eric Steinberger

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2/19/2026

Next Review Date: 1/19/2029