

ZANE STATE COLLEGE



INCOMPLETE GRADES

The grade of "I" (Incomplete) can be given by an instructor when, for some acceptable reason, a student fails to take the final examination or fails to meet some other definite requirement of a course. The grade of "I" may be replaced with another grade when the student meets the requirements to the satisfaction of the instructor. Unless an extension of time is granted by submitting an Incomplete Grade Agreement form to the Registrar, a grade of "I" must be removed within two weeks after the beginning of the succeeding semester. If the grade of "I" is not removed within the time limit, it becomes an "F" on the student's permanent record.