Incomplete Grade & Change in Grade Process
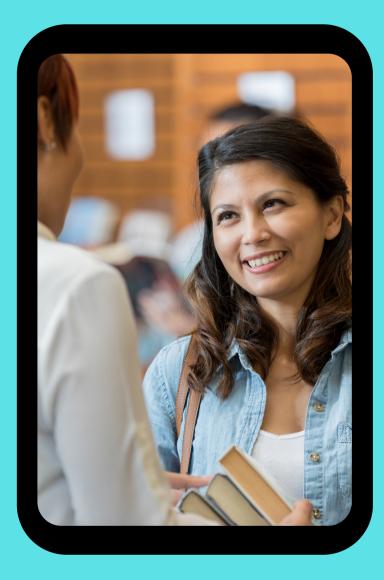
MT. SAC
Mt. San Antonio College
COUNSELING SERVICES

What is an INCOMPLETE grade?

- You may request an Incomplete or your Professor can initiate the process if you are passing the class and have a verifiable illness or emergency, or verifiable work conflict.

- Incompletes may only be issued for requirements missed commencing the fourteenth (14) week of a regular semester or after 85% of a short-term, summer or winter intercession class.

- If granted, the student must complete all outstanding course requirements stipulated by the professor within <u>one year</u> or the Incomplete will become a letter grade assigned by professor.

Next Steps...

- Meet with or email your Professor as soon as the emergency, illness, or verifiable work conflict arises.

- Provide documentation (evidence) showing the emergency, illness, or work conflict.

- Complete all outstanding course requirements as agreed upon by you and the Professor.

Why would I need a GRADE change?

- Students who believe a grade awarded is incorrect should discuss the grade first with the instructor of the class. If the problem is not resolved at that level, the student should discuss the problem with the department chair, and subsequently with the division dean.

- In the case of a mistake or error in the calculation of the final grade, the grade can only be changed or removed by authorization of the instructor of the course or in the case where the instructor cannot be reached, by the authorization of the appropriate department chair.

Next Steps...

- Meet with or email your Professor when you determine the grade is not accurate.

- Be prepared to provide course name, CRN#, time/date, and your Mt. SAC ID A0000000

- Provide documentation (evidence) showing the grade is inaccurate (e.g., graded exams, assignments, projects, etc.)

- If a grade change is necessary, the professor will complete a *Grade Change form* and submit it to Admissions & Records to be processed.

NEED ASSISTANCE?
CONTACT THE COUNSELING DEPARTMENT
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