



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

TO: Vice Presidents, Instruction
Vice Presidents, Student Services
Instructional Deans

FROM: Susan Topham, Vice Chancellor, Educational Services

DATE: January 23, 2026

SUBJECT: Incomplete Grades

An internal audit found a significant number of unresolved "I" grades remaining in the system, which lack the required "Assignment of Incomplete" form. This issue has created challenges for students and prompted a need to reinforce existing policy and procedures to ensure timely resolution of incomplete grades.

An incomplete grade, "I", may be assigned for academic work not completed for unforeseeable emergencies and/or justifiable reasons at the end of the term. In accordance with Administrative Procedure AP 4230 and Title 5 Section 55023, instructors must submit a petition after assigning an "I" grade in Campus Solutions. This petition must specify the conditions for removing the "I" and the deadline for completing the required work.

In some cases, instructors have assigned an "I" grade in Campus Solutions but failed to submit the required "Assignment of Incomplete" form. When this occurs, students may face restrictions, such as being unable to repeat the course or graduate, due to the unresolved "I" on their academic record.

After discussions with the Vice Presidents of Instruction, the following process takes effect end of Fall 2025:

- If the "Assignment of Incomplete" form is not on file and one year has elapsed since the grade was assigned, the "I" grade will automatically lapse to an "F" (or "NP" in applicable cases).
- Students who wish to contest the resulting "F" or "NP" grade may pursue the grade challenge process as outlined in AP 3001.2.