

**Addendum 3 to the 2024 Sonoran Desert Catalog  
Effective 6/3/2024**

**Page 49**

**Remove current language**

I - Incomplete Grades

Incomplete grades may be granted for extenuating circumstances that prevent a student from completing the necessary coursework. The request must be submitted by 48-hours after the course end date. Student must have demonstrated active participation through at least the 75% point in the course and have the potential to earn a passing grade. If an approval is granted, an appropriate time frame for submission of the additional work will be determined on a case-by-case basis, not to extend beyond one week after the course end date. The VA certification period will not be extended for the duration of the incomplete grade; however, if the student begins a new term, students will be accountable for participation in the subsequent semester coursework while completing work for any course with an incomplete grade. Incompletes will not be used in the SAP evaluation until a final grade is entered.

**Replace with revised language**

For all courses starting on or after 6/3/2024

I - Incomplete Grades

An incomplete grade may be awarded in a course when a student cannot finish the course due to exceptional extenuating circumstances. Incomplete grades are not intended for students who have fallen behind in the course and simply need more time to submit assignments.

*Even if the student is eligible for an incomplete grade, the decision to grant the incomplete grade lies solely with the faculty member.* A student may be eligible for an incomplete grade if the following requirements have been met:

- Due to exceptional extenuating circumstances, the student needs additional time to complete assignments from the course's final week in 4- and 5-week courses or the final two weeks in an 8-week course.
- The student requests an incomplete grade from the faculty member before the course end date.
- The student has the potential to earn a passing grade once the eligible assignments are submitted.

If approved, the extension period will not exceed one week from the course end date. Discussion board activities are not eligible for submission as part of the incomplete grade. The usual late assignment policy will not apply to assignments submitted as part of the incomplete grade. The VA certification period will not be extended for the duration of the incomplete grade; however, if the student begins a new term, the student will be accountable for participation in the subsequent semester coursework while completing work for any course with an incomplete grade. Incomplete grades will not be used in the SAP evaluation until a final grade is entered.