

April 17, 2020

Dear Pima student,

We hope your courses are going well. We encourage you to keep attending classes and reaching out to your faculty members whenever you need help.

Originally, you may have signed up for a face-to-face class, and the sudden shift to a virtual environment can feel different than what you are used to. We believe you can succeed in this new online learning environment and will provide you the help you need.

You've got this! However, if you believe that your chances of succeeding would be improved by deferring your completion until you can take another face-to-face course, you have a couple of options.

General information about the I grade

If you are passing your classes but believe you are more likely to succeed if you deferred completion to a later time, discuss with your instructor the possibility of receiving an Incomplete ("I"). The Incomplete provides more time -- up to a year -- to complete the work of the semester. (Please note, Incompletes are not available in all classes)

Regular Incomplete

If you are enrolled in a class and have completed most of the work and you and your instructor agree that you can complete the work independently, you may request a Regular Incomplete. If approved by your instructor, you and your instructor will develop a plan that specifies the work needed to finish the class and deadlines for completion.

Incomplete with Tuition Credit: Only available for Spring 2020

- If you registered for an in-person class that is now being taught virtually, you may request a special Incomplete/Audit that will allow you to retake the class as an audit student without being charged for tuition. Fees, textbook costs, etc., may still be charged. In this option, you must repeat the entire course, as the grade you earn in the new course will be applied to your current Spring course.
- Please discuss this option with your instructor, who will help you understand if this option is available for the course you are enrolled in, and if this option makes the best sense for you. You must meet with an advisor (in person or virtually, through virtualsupport@pima.edu) to enroll as an audit for a future class if this option is selected because you cannot enroll as an audit student online.

Automatic Incomplete

- If you are enrolled in a class that could not continue virtually this semester, you will automatically be granted an "I" and enrolled in a summer section taught by the same instructor. If you are able to attend this section, you needn't do anything further.
- If you have difficulty with this option please discuss it with your instructor.

Financial Advantages of the Incomplete

- You've already paid for it! If you and your instructor opt for the Incomplete, the tuition you already spent covers the cost of completion.
- An incomplete taken this semester will not decrease your completion rate and will not harm your [academic standing](#). This is good news for your financial aid eligibility.

Academic Advantages of the Incomplete

- An Incomplete acts as a placeholder on your transcript until you complete the work. The "I" grade has no effect on your Grade Point Average.
- Once you complete the coursework, the "I" grade will be replaced by the letter grade you earn.

Disadvantages of the Incomplete

- If you do not complete the coursework within one year, the grade will convert to an "F".

Again, we encourage you to complete your courses this semester. Delaying completion of a course often results in delayed graduation, delays in transferring to a four-year Institution and delays in starting your future career. If you think an incomplete is appropriate for you, contact your instructor to find out if the option is available for your class and appropriate for your situation.

With gratitude,

Dr. Dolores Durán-Cerda,
Provost and Executive Vice Chancellor

David Doré, Ed.D., M.B.A.
President of Campuses and Executive Vice Chancellor