

**NEOSHO COUNTY COMMUNITY COLLEGE  
MARY GRIMES SCHOOL OF NURSING**

**Incomplete Grade Removal Policy**

In some special instances, the student may receive an incomplete and be allowed to continue to the next term. This will be considered on an individual basis when it is demonstrated that with minimal additional work, the student can satisfactorily complete the requirements. In this case, an incomplete contract will be written specifying the requirements to complete the course.

- 1) Contracts for the incomplete requirements must be signed no later than the last day of the term.
- 2) An incomplete in a theory course or the theory component of a nursing course must be removed no later than the first 9 weeks of the semester following the receipt of this grade excluding summer.
- 3) In the case that the incomplete is in the practicum area, the student will have the opportunity to make-up at an appropriate setting as directed by the practicum coordinator.
- 4) If the requirements to remove the incomplete are not met by the dates specified in the contract, the grade will become an "F."
- 5) In emergency cases, a petition for exceptions to this rule may be made to nursing administration.