

Procedure 3.001

Incomplete Grade Assignment Procedure

An instructor may assign a grade of “I” for a student who is unable to complete all the requirements of a course subject to the following conditions:

- the student has regularly attended class;
- the student has completed 75% of the course material with a passing average prior to assignment of the “I”;
- circumstances beyond the control of the student interfere with the student’s ability to complete the course by the last day of the semester; and
- there is reasonable expectation that the student can complete the remaining work by the last day of classes of the following term.

The instructor shall submit a **Request for Incomplete Grade** form for approval by the academic dean prior to the last day to submit grades for the semester. This form should be signed by the student and the instructor. Upon approval by the academic dean, the instructor should provide the student with a copy of the **Request for Incomplete Grade** form, showing the list of assignments to be completed and due dates. Instructors who do not plan to be on campus the following term must make arrangements with the student and the academic dean on how to complete the requirements of the course.

“I” grades cannot be awarded to students who do not attend class, who do not complete work, who do not withdraw, or who request an “I” to avoid receiving a failing grade.

Once an “I” grade is approved, the student is responsible for contacting the instructor or the academic dean (if the instructor is no longer available the following term) to arrange for course completion by the required completion date (no later than the end of the next semester) as identified on the **Request for Incomplete Grade** form.

Following receipt of the completed work, the instructor or appointed substitute will submit a **Grade Change Request** form to the registrar that will become part of the student’s academic record.

If the work is not completed by the instructor’s required completion date, the “I” is automatically converted to an “F.”

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

Procedure

History

Senior Staff Review/Approval Dates: *Enter date(s) here*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

