



Undergraduate Grading Policy on Incomplete Grades

Responsible Official: **Provost**

Responsible Office: **Office of the Registrar**

Policy Purpose

This policy specifies how incomplete grades may be assigned in undergraduate courses and by when incomplete grades must be resolved.

Policy Statement

An instructor may assign a grade of incomplete (“I” grade) only when a student has successfully completed seventy-five percent (75%) of the required work for a course, but due to circumstances beyond the student’s control, the student is unable to complete course requirement(s). The “I” grade also indicates that the student has received consent from the instructor to complete the course requirements. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course.

I. Assignment of Incomplete Grade.

To assign an “I” grade, an instructor must complete a “Report on Assignment of Incomplete Grade.” The report details the requirements necessary for the student to satisfactorily complete the course and provides details necessary should the instructor of record become unavailable before coursework is complete. A student cannot withdraw from or drop a course after a grade of “I” has been assigned.

II. Deadlines.

The student must complete all course requirements within one calendar year from the time the “I” grade is awarded. The instructor may set an earlier date for the completion of course requirements.

III. Conversion to Failing Grade.

If the student does not complete course requirements before the expiration of the calendar year, the “I” grade will convert to the grade of “F”. If a student wishes to appeal the grade “F”, all appeals are governed by the [Undergraduate Grade Appeal Policy](#).

When an “I” grade is converted to an “F”, the grade point averages are adjusted retroactively; consequently, the student may be subject to dismissal.

IV. Financial Aid.

It is the student’s responsibility to contact the Office of Financial Aid about the implication of an “I” grade on their financial aid package. The student should also inquire about the implications for the financial aid package if the “I” grade converts to an “F.”

Authority: Focus Act § 49-8-203, et.seq

Previous Policy: Undergraduate Grading Policy

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date: 6/18/24

Revision Date:

Procedure N/A

Procedure History

Effective Date:

Revision Date:

Related Form(s)

Scope and Applicability