

REQUEST FOR A GRADE OF INCOMPLETE

*POLICY

According to the Valdosta State University catalogue, "A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F [or U, if appropriate]."

*This policy does not apply to the grade of IP (in progress) which is assigned for courses scheduled for more than one semester.

PROCESS

It is the student's responsibility to request that a grade of "I" be assigned for a class. To request an incomplete, students should use the following process:

- (1) The student should complete the student section of the "Request for Assigning a Grade of Incomplete" form and submit it to the instructor.
- (2) If the instructor chooses to allow the incomplete, the instructor and student will complete the remaining section, sign the form, obtain the department head's signature, then submit it to the Registrar's Office.
- (3) The form should be submitted to the Registrar's Office before the instructor submits final grades.*
- (4) The instructor should then assign the grade of "I" when submitting final grades. That grade of "I" may remain on the student's unofficial transcript for up to one calendar year; however the Registrar's Office will send reminders at the midterm of each semester. When the coursework is completed (or if the student fails to complete the required work), the instructor must submit a change of grade form to the Registrar's Office. If no change of grade form is submitted, the Registrar's Office will change the grade to F after one calendar year.

* If a situation arises where it is not possible for the student and instructor to complete the form before the submission of final grades, the instructor should contact the Registrar's Office directly about assigning the "I." The instructor and student should then complete the appropriate paperwork as quickly as possible.

Students should remember that they should keep attending class, if possible, until the paperwork for the I is submitted. Additionally, their graduation dates will be adjusted if their incompletes are not resolved by their projected graduation date.

REQUEST FOR ASSIGNING A GRADE OF INCOMPLETE

To be completed before final grade submission by the instructor and submitted to the Registrar's Office. If possible, the student should continue attending class until the incomplete is approved.

To be completed by the student

STUDENT REQUESTING AN INCOMPLETE: _____
(please print)

STUDENT ID NUMBER: _____

CRN/COURSE/SECTION/SEMESTER/YEAR: _____

INSTRUCTOR: _____

NON-ACADEMIC REASON FOR REQUESTING AN INCOMPLETE (may attach appropriate documentation):

To be completed by the instructor

Did the student have a passing grade at the time of the request? Yes _____ No _____

Do you agree to the student's request for the incomplete? Yes _____ No _____

Continue only if the answer to both questions is yes

REMAINING ASSIGNMENTS TO BE COMPLETED AND DATE FOR COMPLETION:

Assignment	Due Date

STUDENT SIGNATURE

_____ Date: _____

INSTRUCTOR SIGNATURE

_____ Date: _____

DEPARTMENT HEAD SIGNATURE

_____ Date: _____