

Southern Polytechnic State University Faculty Certification for a Grade of "Incomplete"

Instructions for Awarding "I" grades:

1. Faculty member shall enter the grade of "I" in the student information system at the end of the term.
2. The faculty member shall fill out this form completely and obtain department chair approval.
3. Departments should make copies for their records and submit original form to the Registrar.
4. If this form is not filed with the Registrar within 24 hours after the deadline for grades, the "I" will be posted as an "F" on the student record.

Student's Name _____

Last

First

MI

Student ID _____ Semester and Year _____

Course _____

Catalog Number

Section

CRN

The above-named student was performing at or above a "D" level in my course after the last day to withdraw, until the following events, which are non-academic in nature and were beyond the student's control:

As a result of these events, the student was unable to complete the following specific graded assignments, completion of which will be required in order for the grade of "I" to be removed (provide sufficient detail for the student and another instructor of this subject to be able to understand. Use an appendix if needed):

Date: _____ Instructor's Signature: _____

Date: _____ Department Head's Approval: _____

SPSU Policy on "I" grades:

a. A grade of "I" is awarded only when a student was doing satisfactory work but, for nonacademic reasons beyond his or her control, was unable to meet the full requirements of the course. If a student wishes to discontinue a course for non-academic reasons before the last day to withdraw he or she should be advised to withdraw from the course. Incompletes are only used during the last part of the term when unforeseen events prevent the student from completing all graded assignments.

b. If an incomplete grade is assigned, the student is responsible for coordinating with the professor who assigned the incomplete to determine what must be accomplished in order to convert the incomplete to a normal grade.

c. An incomplete grade must be converted to a regular grade no later than the grade reporting deadline for the term following the term in which the incomplete grade was assigned, regardless of whether the student is enrolled that term. For example, if a student is assigned an incomplete during spring term, the student must coordinate with the faculty member and complete all work for the course no later than the grade reporting deadline for summer term.

d. If the incomplete grade is not converted to a normal grade as outlined above, the registrar shall convert the incomplete to an F. In no case shall an I become a permanent grade.

e. The student should not register for the course again while the I grade is in effect.