

# Augusta University

## Policy Library

### Incomplete Grade Policy

**Policy Manager: Office of the Registrar**

#### **POLICY STATEMENT**

A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete (“I”) grade. An electronic Justification for Incomplete Grades form must be completed to assign the incomplete grade. A student who has received an “I” grade has one additional semester, including summer, to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Incomplete Grade (“I”):** The assignment of an incomplete grade (“I”) indicates that a student was doing satisfactory work, but for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course.

#### **PROCESS & PROCEDURES**

Student must complete the requirements for the incomplete grade in one semester, otherwise the “I” grade will be automatically changed to an “F.” An incomplete grade in a course with a clinical component may require additional registration. A student should consult with their academic advisor. Registration in a course for the purpose of completing course requirements to remove an incomplete grade is not required if no clinical or laboratory is involved.

Acceptable Reasons for assigning an “I” would include, but not be limited to, the following:

- Personal illness of student
- Family Emergency (death in family, serious illness in family, birth of a child, etc.)
- Travel required by job that could not be rescheduled

The student should be able to provide documentation to the instructor for any non-academic reason.

## **REFERENCES & SUPPORTING DOCUMENTS**

Instructions for Submitting Justification for Incomplete Grades

(<https://www.augusta.edu/registrar/gradesubmission.php#Incomplete>)

## **RELATED POLICIES**

[Dean's List Policy](#)

[Grade Change Policy](#)

[Grading System Policy](#)

## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 1/31/2024

President, Augusta University

Date: 1/31/2024