

Augusta University

Policy Library

Incomplete Grade Policy

Policy Owner: 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.

REFERENCES & SUPPORTING DOCUMENTS

Instructions for Submitting Justification for Incomplete Grades
(www.augusta.edu/registrar/incompletes.php)

RELATED POLICIES

[Dean’s List Policy](#)

[Grade Change](#)

[Grading System Policy](#)

Office of Compliance and Enterprise Risk Management Use Only

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APPROVED BY:

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