



AA-17: Incomplete Grades

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Revised:

Reviewed:

Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: This policy provides for the issuance and resolution of Incomplete Grades.

II. DEFINITIONS:

Incomplete Grade – A letter grade “I” issued when work which, because of circumstances beyond the student’s control, is incomplete and will be graded after the courses’ official completion.

III. GENERAL POLICY GUIDELINES

1. It is the responsibility of the student to initiate the request for an incomplete with their instructor.
2. “I” grades are only to be considered for approval when an extraordinary situation occurs at or after the university’s deadline to resign for the semester, as specified in the appropriate academic calendar. An approved “I” grade allows the student to make up coursework that was missed due to the extenuating documented circumstances.
3. A grade of “I” is considered a temporary grade and should not be used as a placeholder grade when the student’s performance in the course is unsatisfactory and/or remediation is required.
4. If approved, the instructor is required to document the plan for completion of all coursework and to maintain such documentation at least six months beyond the final resolution of the “I” grade.
5. It is the student's responsibility to discuss the implications of an “I” grade on any financial aid the student may have.
6. An “I” grade will allow a student additional time to complete work missed due to the extenuating and documented circumstance but does not guarantee a passing grade in the course.
7. Students who receive an “I” grade may not progress into any coursework for which the incomplete course in question is a prerequisite or is otherwise required for promotion.
8. An “I” grade will be converted to “F” unless it is removed within 365 calendar days from the end-date of the term in which the “I” was originally issued through an official grade change. It is the responsibility of the student and instructor to monitor this deadline.
9. Each school may impose shorter deadlines for resolution of “I” grades at their discretion.
10. “I” grades cannot be converted to “W” grades after the withdrawal deadline for the course in question.
11. “I” grades converted to “F” grades may only be changed with written approval of the VCAA.

12. Grading schema may not be changed after the issuance of an “I” grade (i.e., letter graded to P/F).
13. Under no circumstances may “I” grades be made permanent.
14. Students may not graduate with an “I” grade on their record.

IV. PROCEDURES

1. The student will request an Incomplete from their instructor due to exceptional circumstances.
2. The instructor will discuss the request with the student and, if approved, develop a plan to complete all coursework within the 365-calendar-day timeframe.
3. The instructor will enter the “I” grade by the grading deadline for the course in question.
4. The registrar’s office will place a registration hold on all students with “I” grades to prevent registration for coursework for which the incomplete course is a pre-requisite or is otherwise required for promotion. Students with incompletes will be required to obtain registration overrides for all courses from their school until the incomplete is resolved.
5. Upon completion of the missing work, the instructor will file an official change of grade to convert the “I” grade to the appropriate final grade.
6. The registrar’s office will automatically convert “I” grades beyond their 365-calendar-day deadline to “F” grades.

V. REFERENCES

AACRAO Grades & Grading Practices Report

https://www.aacrao.org/docs/default-source/research/docs/grades_and_grading_practices_report_2004-pdf_51caedc0a9ea97-28135402.pdf?sfvrsn=457f38b9_4

AAMC Guidelines for Medical Schools Regarding Academic Transcripts

<https://www.aamc.org/media/23426/download?attachment>

LSU A&M Grading Policies (Exemplar)

https://catalog.lsu.edu/content.php?catoid=29&navoid=2723#Grading_Systems