



### **Incomplete Grade Procedures**

It is the responsibility of the student to initiate the request for an I-Incomplete grade. Exceptions to this general student responsibility will only be considered in extenuating, documented circumstances, or for university sanctioned and administrative purposes. To initiate the request for an I-Incomplete grade, the student shall complete a Request for Incomplete Grade Form, available on the registrar's office website, and attach the appropriate documentation. The form is submitted to the course instructor who will review the request and supporting documentation for a determination. If the decision is to assign an I-Incomplete grade, the instructor is responsible for completing a Contract for Incomplete Grade Form. The form must indicate the assignments/assessments to be completed by a due date and shall be signed by the instructor, student, department chairperson, and academic college dean. The original Request for Incomplete Grade Form and the Contract for Incomplete Grade Form shall be filed and maintained in the student's academic department and copies shall be submitted to the academic college and to the Division of Graduate Studies (for graduate students).

To assign an I-Incomplete grade, the course instructor submits an I-Incomplete grade for a given student during final grade submission and indicates the alternative grade (i.e., the grade that will be assigned should the course not be completed). If an I-Incomplete grade has not been changed by the last day of classes of the next semester (excluding summer term), it automatically defaults to the alternative grade (or an F, if no alternative grade is indicated).

- a. I- Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved by the last day of classes of the next Spring semester.
- b. I-Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved by the last day of the next Fall semester.

Upon completion of the work, a final grade for the student will be submitted by the instructor using the online grade change process. In order for the I-Incomplete grade to be approved by Academic Affairs and processed by the Office of the Registrar and Records, the Incomplete Grade Contract, which details the work to be completed and the deadline for completion must be emailed to [academics@jsums.edu](mailto:academics@jsums.edu) and [registrarsoffice@jsums.edu](mailto:registrarsoffice@jsums.edu) when the online grade change is completed by the instructor.



## Request for Incomplete Grade Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ J# \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Major: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ JSU Email: \_\_\_\_\_

Course in which you are requesting an Incomplete (e.g., ENG 103, CRN 61235; Prof. Bob Example):

Department and Course Number	5-Digit Course Registration Number	Instructor's Name

Part I: Justification for Request of Grade of Incomplete, and Plan to Complete the Course.

1. Clearly and briefly explain the reason(s) you are requesting a grade of Incomplete.

2. List the course assignments you have not completed and state how you plan to complete the work. Note that your instructor will make the final determination of the assignments due and the date by which they must be completed if your request is approved.

\_\_\_\_ Approved (The instructor approves the student's request for an Incomplete grade and agrees to work with the student to complete the Incomplete Grade Contract.)

\_\_\_\_ Denied (The instructor denies the student's request for an Incomplete grade.)

The instructor's signature below indicates the official response to the student's request for an Incomplete grade.

Instructor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit this form to the Department **no later than** ten business days after the last day of the Final Examination Period.*