



Policy Directory

Responsible Division: Academic Affairs
Responsible Office: Graduate Studies
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Policy Title: Incomplete Grades

Policy: *The Graduate School policy on Incomplete Grades* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

INCOMPLETE GRADES

A graduate student who fails to remove an incomplete grade will have a hold placed on his/her account after the expiration date (60 days for currently enrolled students and 13 months for non-enrolled students) to have the grade changed to a passing grade. The 'graduate hold' will remain until the student has satisfied the tenets of this policy. "A hold" will prevent a student from registering for the desired semester.

The incomplete grade will remain on the student's transcript until an assigned grade change form is submitted to the Office of Student Records.

The Office of Graduate Studies has adopted the following policy guidelines concerning the awarding of a grade of *Incomplete* in a graduate level course. Students must make every effort to clear all *incomplete* grades within the specified timelines.

The term 'incomplete' is used when a student does not complete class assignments as a result of being absent from examination because of sickness, emergency absence due to death in the family, or away from campus a great deal for justifiable reasons, thus giving the instructor no other alternative but to issue the student an 'incomplete' grade. Assignment of an incomplete grade is at the discretion of the course instructor. Students should not request an incomplete grade unless they are unable to complete the work because of sudden illness, personal emergency, or other good cause. An incomplete grade is not to be regarded as the solution to poor performance in a course.

ENROLLED STUDENTS - A student whose work has been marked "Incomplete" must remove the mark within 60 days after the beginning date of the student's next enrollment in residence.

NON-ENROLLED STUDENTS - An incomplete grade must be removed within 13 months after the grade is recorded even if the student fails to enroll.

If the "Incomplete" is not removed within this period, the student will receive a grade of "F." It is the student's responsibility to communicate with his/her professor to get an "I" removed by the established timeline. Failure to act on the student's part will result in the failure grade being posted to the student's

transcript. After the student has satisfied the incomplete work in question, the instructor must complete a "Change in Grade Form" following approval by Academic Affairs and submit it to the Registrar's Office before expiration of the 60 days (enrolled students) and or 13 months (non-enrolled students).

A grade other than an incomplete may be changed only if an error of calculation or recording as verified by the official roll book. The department chairperson, school dean, and the Provost/Vice President for Academic Affairs must approve all changes of grades.

A graduate student who fails to follow the required process to remove an incomplete grade will have a hold placed on his/her account after the expiration date (60 days for currently enrolled students and 13 months for non-enrolled students) to have the grade changed to a passing grade. This 'graduate hold' will remain until the student has satisfied the tenets of this policy. "A hold" will prevent a student from registering for the desired semester.

The 'Incomplete' grade will remain on the student's transcript until an assigned grade change form is submitted to the Registrar's Office within the required time period.