

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	DATE OF INCEPTION
INCOMPLETE GRADES, ASSIGNMENT AND REMOVAL	R-2	March 5, 1984

Purpose: To provide for the awarding and subsequent removal of a grade of "Incomplete."

- 1. Criteria for Awarding an Incomplete:** Criteria for Awarding an Incomplete: The temporary grade of "I" can only be awarded in cases when a student has completed and passed a majority of the work (more than 50%) required for a course but, for reasons beyond the student's control, cannot complete the entire course in the time frame of the term enrolled. Incomplete grades are contingent upon instructor discretion, and instructors are under no obligation to grant them. Incomplete grades should only be assigned when, in the instructor's judgment, it is feasible for the student to complete the coursework while not enrolled, without attending additional class meetings to complete course requirements. An Incomplete should not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of "Incomplete" an instructor should fill out a Request to Receive an Incomplete Course (found on MyCSU) and submit to the office of the Registrar.
- 2. Responsibility of the Professor:** If an "I" is awarded; the student should request information from the professor regarding coursework requirements and a deadline which takes into consideration that the grade change must be received by the Registrar's Office no later than the midterm date of the next major term (Fall or Spring Semester). If a professor is not going to be with the University during the next major term, it is the responsibility of the professor to forward appropriate information regarding removal of the "I" to the Department Chairperson.
- 3. Request for a Change of Grade:** Upon completion of coursework assignments, a "Request for Change of Grade" should be completed through his or her MyCSU account.
- 4. Incomplete Grading Criteria:** A grade of "I" will be factored into a student's grade point average with hours carried and no quality points. If the grade of "I" is not changed by the professor by the midterm date of the next major term, a grade of "F" will be assigned automatically by the Student Data Base System.

By action of the Academic Council on March 28, 1984, and revised by the Registrar October 12, 2010 and August 31, 2013 Revised by Dean's Council July, 2017.