

**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 outline the conditions under which a grade of Incomplete (I) may be awarded and the procedures for its removal.

1. Criteria for Awarding an Incomplete (grade of I)

A temporary grade of “I” may be assigned only when all of the following conditions are met:

- The student has completed and passed more than 50% of the required coursework.
- The student is unable to complete the remaining work for reasons beyond their control.
- The instructor determines that it is feasible for the student to finish the remaining coursework independently, without needing additional class attendance.
- The instructor agrees to the Incomplete. (*Instructors are not obligated to grant an Incomplete.*)

An Incomplete must not be used:

- As a substitute for a failing grade.
- Because a student fell behind or failed to complete assignments throughout the term.

To award an Incomplete:

- The instructor must submit the Request to Receive an Incomplete Course form (available on the Faculty tab in MyCSU) to the Office of the Registrar.
- If the professor cannot obtain the student’s signature, they should forward the form to the Office of the Registrar to process and contact the student. All forms must be submitted before the deadline for final grades.

2. Responsibility of the Professor

When an “I” is awarded:

- The student should contact the professor promptly to obtain:
 - The list of required coursework
 - The deadline for completion
- The deadline must allow the instructor to submit the final grade no later than the midterm date of the next major term (Fall or Spring).
- If the instructor will not be employed by the University during the next major term, they must forward all documentation and requirements for the removal of the Incomplete to the Department Chairperson.

3. Request for a Change of Grade

Once the coursework is completed, the instructor must submit a Request for Change of Grade through their Faculty tab on MyCSU account.

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. Revised by the University Registrar February 2021 and November 2025.

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4. Incomplete Grading Criteria

- A grade of “I” carries no quality points and is not calculated in the student’s GPA.
- If the “I” is not replaced by the instructor by the midterm of the next major term, the Registrar’s Office will automatically convert the grade to “F.”