

## ISSUANCE OF INCOMPLETE GRADES

**Incomplete Grades**—Work which is of passing quality, but because of extenuating circumstances is not complete, may be graded “I”-Incomplete. **Students must initiate an incomplete grade request and must secure appropriate approval of the excuse by the instructor, department head and dean of the college in which the course is taken.** If an excuse is not received prior to issuing a final grade, the instructor is to consider the delinquent work to be of failing quality and an I-grade should not be given. Incomplete grades are removed only by completion of the course work, not by repeating the course. A grade of “I” becomes a grade of “F” if not removed by the end of the first six weeks of the following semester, if the student is in residence, or within one year, if the student is not in residence. The grade of “I” shall not be calculated in the cumulative grade-point average for retention purposes. Graduating seniors are not permitted to receive I-grades. The Office of the Registrar will distribute official incomplete grade sheets at the end of the first six weeks of each regular academic semester.

The I-grade is not an option in Banner. Per the Office of the Registrar, I-grades must be submitted on **grade report sheets**. Faculty members must submit the grade reports (accompanied by a copy of the completed I-Grade Request form) in person or through their respective chairs or deans. **Under no circumstances will grade reports be accepted from students.**

An Incomplete Grade Request form is attached.

**REQUEST FOR AN INCOMPLETE GRADE**

**Southern University and A&M College**

**Baton Rouge, Louisiana**

I, \_\_\_\_\_  
Name of Student Level (Undergrad/Grad) Student ID #

request an Incomplete (I) grade in \_\_\_\_\_  
Course Rubric (e.g., CHEM) Course Number Semester and Year

I was unable to complete all of the requirements in this course because of the following circumstances: \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If my request is approved, I agree to complete all listed requirements by the due dates stated below at a satisfactory level in order to change the incomplete grade to a passing grade.

\_\_\_\_\_  
Signature of Student Date

\* Any documentation needed to support this request must accompany the request.

**FOR INSTRUCTOR ONLY**

I have examined your coursework to date in \_\_\_\_\_ and found it to be of  
 passing quality.  failing quality. In view of this fact, I  approve  do not approve your application to receive the grade of Incomplete. If your request for an I is approved, you must fulfill the following requirements within the designated time at a satisfactory level in order to change the incomplete grade to a passing grade:

- 1. \_\_\_\_\_ Due Date
- 2. \_\_\_\_\_ Due Date
- 3. \_\_\_\_\_ Due Date
- 4. \_\_\_\_\_ Due Date

Approved  Disapproved   
\_\_\_\_\_  
Course Instructor Date  
\_\_\_\_\_  
Department Chairperson Date  
\_\_\_\_\_  
Dean of the College offering the course Date