

Grade of Incomplete

OFFICE OF RECORD: Enrollment Services
RESPONSIBLE EXECUTIVE: Registrar
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I. REASON FOR THIS POLICY

A grade of incomplete, "I", may be given as a grade at the end of a term when an undergraduate student has successfully completed the major portion of the course requirements but is unable, for reasons beyond the student's control, to complete the requirements of the course in the term in which the student is registered for credit. Anticipated course failure and conflicting personal commitments are not justifications for use of the grade "incomplete". This policy and its procedures implement SDBOR Policy 2:10 Grades and Use of Grade Point Averages Section 2.4 and 12.4 dealing with issuing an incomplete (I) grade for undergraduate students only.

II. STATEMENT OF POLICY

An incomplete (I) grade may be granted only when all the following conditions apply:

- A student has encountered extenuating circumstances that do not permit him/her to complete the course.
 - The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
 - The student does not have to repeat the course to meet the requirements.
 - The instructor must agree to grant an incomplete grade.
 - The instructor and student must agree on a plan to complete the coursework.
 - The coursework must be completed within one semester; extensions may be granted by the Provost/Academic Vice President (or designee).
 - If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, or U.
 - If the student does not complete the course within the specified time, the Incomplete grade will change to the grade of "F" for an undergraduate student and for a graduate student the Incomplete grade remains on the transcript.
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III. DEFINITIONS

Term is defined as fall, spring or summer.

Definition of undergraduate grades – BOR Policy 2:10 Section C
<https://www.sdbor.edu/policy/documents/2-10.pdf>

IV. PROCEDURES

If an “incomplete” is received, the instructor must indicate by a record to the student and to the dean how and by when the “incomplete” is to be removed. The instructor must attach a copy of this record to the final grade report.

The course requirements must be completed no later than the end of the succeeding term. If the student completes the course within this timeframe, the grades that may be assigned are A, B, C, D, F, S, or U. It is up to the instructor to notify the Registrar’s office of assigned letter grade.

If the student fails to complete the requirements by the end of the succeeding term, the incomplete will automatically change to a grade of “F” or “no credit (NC)”. However, if a graduate student fails to complete the requirements, the grade of “I” for will remain on the student’s academic record indefinitely.

An extension to the one succeeding term timeframe for the completion of the requirements must be approved by the instructor and brought forward to their dean. The extension must then be approved by the Provost/Vice President for Academic Affairs (or their designee).

V. RELATED DOCUMENTS, FORMS AND TOOLS

Source: SDBOR Policy 2:10 Sections 2.4 and 12.4 Incomplete (I) grade
Link: <https://www.sdbor.edu/policy/documents/2-10.pdf>