

Faculty Bulletin: Incompletes

References:

2010-2011 Undergraduate and Graduate Bulletin, p. 32-33.

[Hhttp://www.southalabama.edu/bulletinH](http://www.southalabama.edu/bulletin)

Orientation Handbook for New Faculty, Fall 2010. p.9.

[Hhttp://www.southalabama.edu/academicaffairs/facultyhandbooks.html](http://www.southalabama.edu/academicaffairs/facultyhandbooks.html)

What is an incomplete?

A faculty member has the option of assigning an incomplete ("I"), which is a symbol that substitutes for a grade.

Under what circumstances may a faculty member assign an incomplete?

- An "I" may be assigned when, for reasons beyond the student's control, the student is unable to fulfill all the normal course requirements.
- The situation warranting an "I" must be a medical condition, an equipment problem, or other mitigating circumstance that is patently demonstrable to be beyond the student's control.
- The student should have completed a substantial portion of the course with a passing grade.
- The student should be able to complete the course requirements no later than mid-term of the following semester.

When should the symbol "I" not be assigned?

- An "I" should not be used to provide time for completion of extra work beyond the normal course requirements for improving the student's grade.
- Nor should an "I" be used to enable the student to avoid probation, suspension, or dismissal.

What is the procedure for assigning an “I”?

- A faculty member makes the decision to assign an “I” at the request of and in consultation with the student.
- The department chair or designee may be consulted by the full-time faculty member, if desired.
- **Part-time** faculty **must consult** with the department chair or designee before assigning an “I”.
- The faculty member should make the requirement(s) for completing the course clear to the student before the “I” is assigned.
- It is strongly recommended that the requirement(s) as well as the due date be put in writing and signed and dated by both the faculty member and the student except when circumstances such as hospitalization, etc., prevents the student from signing. The faculty member should keep the original and give a copy to the student.

Once an “I” is assigned, what are the student’s responsibilities?

- It is the student’s responsibility to consult with the faculty member at the beginning of the following semester to report on his/her intention to complete the course requirement(s).
- If the student does not complete the course requirement(s) by the specified deadline of the next semester, the symbol “I” will revert to a grade of “F”.
- If an “I” was given for a course taken during the spring semester, the student is responsible for completing the course requirement(s) by the specified summer semester deadline, whether or not the student is enrolled summer semester.