ISSUANCE OF INCOMPLETE GRADES

Incomplete Grades—Work that is of passing quality but, because of extenuating circumstances, is not complete may be assigned a grade of "I" (Incomplete).

Students must initiate an Incomplete Grade Request and secure appropriate approval of the request from the instructor, department chair and dean of the college in which the course is taken. If an approved request is not received prior to the final grade submission deadline, the instructor must consider the outstanding work to be of failing quality, and an Incomplete ("I") grade should not be assigned.

Incomplete grades may be removed only by completion of the outstanding course requirements, and may not be removed by repeating the course.

A grade of "I" becomes a grade of "F" if not removed by the first six weeks of the following semester, excluding Summer semesters.

The grade of "I" shall not be calculated in the cumulative grade-point average for retention purposes. **Degree Candidates are not permitted to receive Incomplete ("I") grades.**

The Office of the Registrar will provide official Grade Report Sheets for the removal of Incomplete grades. The I-grade is not an available grading option in Banner and must be submitted on an official Grade Report Sheet.

Faculty members must submit the Grade Report Sheet, accompanied by a copy of the completed and approved Incomplete Grade Request form, to the Office of the Registrar. Faculty may obtain a Grade Sheet in-person from the Office of the Registrar, or by submitting a request to the Registrar for a secured electronic Grade Report Sheet.

Completed Grade Report Sheets must be submitted by the instructor, department chair, or dean in accordance with procedure established by the Office of the Registrar. **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., SENL) | 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

Upon approval by all parties, this document must be submitted to the Office of the Registrar accompanied by a Grade Report Sheet, showing the I-grade.

Revised November 2026/JT