

University Policy 300.05
INCOMPLETE GRADE CHANGES

Responsible Administrator: Provost – the Chief Academic Officer

Responsible Office: Office of the Provost and Office of Enrollment Management

Originally Issued: March 2019

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the integrity of student grades.

Statement of Purpose

The purpose of this policy is to outline the University's processes for changing incomplete grades.

Applicability

This policy applies to all students at Claflin University.

DEFINITION/PROCEDURES

An incomplete (I) grade is a temporary grade that can be given by the instructor of record when a student does not complete course assignment (s) due to circumstances beyond their control.

Incomplete grades should only be granted under the following circumstances:

- The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed);
- Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond their control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e. jury duty, military deployment, etc.);
- The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e. end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester. Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

Effective Date: May 20, 2019