

**College of Arts and Sciences
Georgia State University
INCOMPLETE GRADE POLICY AND REQUEST FORM**

Receiving an Incomplete: The notation of I may be given to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. In order to qualify for an "I", a student must:

- a. Have completed most of the major assignments of the course (generally all but one); and
- b. Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason. A grade of incomplete is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing a grade of incomplete are established by the instructor.

Removal of an Incomplete: A student receiving a grade of I (incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work. The period of time given to a student to remove a grade of I is established by the instructor, subject only to the maximum time limit set by the university. The university requires that a grade of I be removed not later than the end of the second academic term after the grade of I was assigned (whether or not the student was enrolled during these two terms). The Office of the Registrar will assign a grade of F (or "U", if an S/U grading) at the end of the second academic term unless the Office of the Registrar receives an approved grade adjustment request from the instructor. Using the grade adjustment form, instructors may or may not change this F/U to an authorized academic grade (i.e., A, B, C, D, S or WF) but may not change it back to an I. Instructors may not change an I to a W unless a Hardship Withdrawal is awarded. In exceptional cases, departments may authorize students to have an I grade for more than two semesters. Such authorizations must be approved by the department chair. The authorization to extend the I beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which a grade of I has been assigned. Auditing or retaking the same course will not remove a grade of I. No student may graduate with an incomplete grade.

College Incomplete Process: This form must be completed by the instructor upon the assignment of an Incomplete grade in a course. If possible, the student should sign the form. Submit to the department chair. After signing, the chair will 1) Send a copy to the student at his or her official mailing address and email address as indicated in GoSOLAR, 2) Retain a copy of the form, 3) Return a copy of the form to the Instructor, and 4) Email a copy to the Dean's Office registration approval email address (COAS Reg Approve@langate.gsu.edu). Additional information available at <http://www.cas.gsu.edu/incompletes.html>.

Student's Name (Last, First MI):			Panther ID:	
Course subject and no.:	CRN:		Term/Year taken:	
Instructor's name:			Date by which "I" must be removed:	
Nonacademic reason for assignment of "I":				
Student action required to complete course requirements: (Note: auditing or retaking the course will not remove an "I."):				
Student has been notified Via:			Date	
Student Signature:			Date:	
Instructor Signature:			Date:	
Chair/Director /Dean Signature:			Date:	