College Operating Procedures (COP)	FLORIDA SOUTHWESTERN STATE COLLEGE

Procedure Title: Incomplete Grade
Procedure Number: 03-1205
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:
Board Policy   n/a
Florida Statute   n/a
Florida Administrative Code   n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: This procedure provides a definition and the guidelines for an "incomplete grade" or an "I."

Procedures:

A grade of "I" is given only when the student has successfully completed most of the course in question and, in the judgment of the professor, is able to make up any deficit within the assigned time frame.

A student who received an "I" must make up the deficiency and have the change of grade recorded in Office of the Registrar no later than the last day to remove incomplete grades as published in the College Catalog. After that, the grade defaults to an "F." The responsibility for making the necessary arrangements with a professor for the removal of an "I" rests with the student. A student may not register for a class in which they have an "I" grade.

If a professor awarding an "I" is not going to be available the following term, it is the responsibility of the professor awarding an "I" to make arrangements for the student to deliver the necessary completed course work to a fellow faculty member or the professor's supervisor for a change of grade. In such a case, it is the professor's responsibility to inform the faculty member or supervisor and the student in writing what needs to be completed in order for the "I" to be changed. The professor should provide a copy of the student's grades to date, and describe how to assess the student's remaining work and final grading procedure.

In extreme cases where circumstances prevent a professor from assigning a grade, final responsibility for the grade change rests with the supervisor**.**

Incomplete grades, even those that have been changed to a letter grade within the 28 day incomplete period may affect graduation status resulting in a delay of graduation.