

INCOMPLETE GRADES

Instructors may assign an “I” (Incomplete) as a course grade only under exceptional circumstances. This option is appropriate when a student has completed most course requirements, is currently passing, and is unable to finish the remaining work due to circumstances beyond the student’s control. Examples may include, but are not limited to, serious illness, accident, military duty, or similar extenuating circumstances.

Before assigning an Incomplete as a course grade, the instructor must consult with their supervisor and/or academic dean. Following this consultation, a Faculty/Student Incomplete Grade Agreement must be completed and submitted through Workflow in myLSSC, allowing sufficient time for required approvals and for processing by the Registrar’s Office prior to the term’s grade submission deadline. All parties should retain a copy of the completed agreement.

Once the student completes the remaining coursework—or shortly after the Incomplete agreement end date—the instructor must submit a Change of Grade form to assign the final course grade. If the Incomplete grade is not resolved by the end of the semester following the term in which it was assigned, the Registrar will convert the grade to an “F.”