



Policy Title
Grade of Incomplete Policy

Policy Number
1-012

Responsible Unit: Academic Affairs	Effective Date: June 14, 2014
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: June 14, 2021
Policy Classification: Academic Affairs	Last Revised Date: June 14, 2021
	Origination Date: November 19, 2014

I. Policy Purpose

The purpose of this policy is to inform students at Southern University Law Center (SULC) that they should not contact a professor in case of an anticipated or actual failure to appear for a final examination or similar assessments, to provide the rules governing a student’s ability to obtain an initial grade of incomplete, and to set time limits in which a student must convert such a grade into a permanent grade or receive an F.

II. Policy Scope

This policy applies to faculty and students.

III. Policy Compliance

This policy informs SULC faculty and students on how and when incomplete grades are awarded and what obligations a student has who has been awarded an incomplete grade to have the grade converted to a permanent grade.

IV. Policy Definitions

“Term” includes the spring and fall semesters and the summer session.

V. Policy Development and Implementation Procedure

The policy was created by the SULC administration and faculty to inform SULC faculty and students on how and when incomplete grades are awarded and what obligations a student has who

has been awarded an incomplete grade to have the grade converted to a permanent grade. The Vice Chancellor for Academic Affairs is charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

Absence From a Final Examination or Assessment

A student who does not appear for a scheduled final examination or other similar assessment shall receive a failing grade of "F" in the course unless an application for a temporary grade of incomplete ("I" grade) is timely submitted and approved by the Vice Chancellor for Academic Affairs. The temporary grade of incomplete is available for only the strongest of reasons, such as serious illness or death in the immediate family, serious personal illness, hospitalization, subpoenaed absence, or military duty.

Students who do not appear for a scheduled final examination or other similar assessment or who know in advance that they will be unable to appear shall follow the procedure below:

1. A student who does not appear for a scheduled final examination or other similar assessment must never contact their professor to indicate that they cannot or did not appear for the examination or assessment prior to the posting of the student's grade.
2. The student must make a formal request to the Vice Chancellor for Academic Affairs to receive an "I" grade. The request must include the student's "U" number and SULC email address. Documentation to support the reason for the absence must accompany the request. Documentation from a medical provider must be on the provider's letterhead and signed by the provider and must state that because of illness or injury the student is unable to take the student's examination and the applicable dates. While the formal request for an incomplete grade should contain all of the information above, this policy recognizes that circumstances may prevent a student from filing a request that fully complies with the information above.
3. The Vice Chancellor for Academic Affairs will notify the student that the student's request has been approved or denied. The Vice Chancellor for Academic Affairs will also notify the Director of Records and Registration, who will notify the affected professors.
4. Students shall not contact professors to schedule makeup examinations. The Vice Chancellor for Academic Affairs, or their designee, will consult with professors and arrange for the examinations to be administered. Students who receive accommodations must contact the Health, Wellness, and Disability Director.
5. Students who receive "I" grades in the spring semester must take make-up examinations or otherwise complete their course work no later than the last scheduled examination date in the summer session following the spring semester in which they received "I" grades.
6. Students who received "I" grades in the fall semester or in the summer must take make-up examinations or otherwise complete their course work within six weeks after the start of the next term.
7. Two weeks after completing the make-up examination the student must check his/her transcript on Banner to verify that the "I" grade has been changed to a letter grade.
8. Absent extraordinary circumstances, should a student fail to timely complete a makeup examination, the temporary incomplete grade will be converted into a grade of "F."

Failure to Complete a Final Examination or Assessment

Students who appear for an examination or other assessment but who are unable to complete it due to serious personal illness must contact the Vice Chancellor of Academic Affairs to be excused from the examination. Students excused from an examination shall follow the procedure above to receive and remove a temporary grade of "I" in the course.

VII. Policy History and Review

This policy was created and became effective November 19, 2014, prior to the implementation of the uniform policy format, which was implemented in 2019. The policy was reviewed and revised on June 14, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the faculty on June 14, 2021.



John K. Pierre

Chancellor, Southern University Law Center

June 14, 2021
Date