

Appalachian State Advising Tips

Incompletes

A course instructor may assign a grade of "I" (Incomplete) *if a student has completed a large majority* of the coursework but cannot finish the course for some unavoidable reason (illness, accident, internship that extends beyond the end of the term, death in family, etc.).

An "I" becomes an "F" if no grade change is submitted within one semester.

Ideally, instructors will provide written documentation regarding the essential elements:

- The instructor and the student will agree on a date for completing the course (not to exceed one semester) and the assignments needed to complete the course.

At any time within the next sequential fall or spring term, the instructor can submit the earned grade (through the faculty portal as a grade change). If an incomplete is issued for a summer session course, the incomplete will remain through the following fall term. At that time, a grade must be submitted or the incomplete will default to "F" or "U".

Students do not re-register for a class in which a grade of "I" was earned in order to complete the incomplete.

- If a student receives a grade of "I" in a class and then re-registers for the class (either with the same or a different professor), the grade of "I" in the first class will default to "F" or "U". If the student does register for and complete the class a second time, the initial grade of "F" or "U" can be excluded by using one of the four grade forgiveness options allowed for courses.

Side Notes:

- Students can and should complete "I" coursework even if they are not registered for classes in the subsequent term. Finishing incomplete work is not contingent upon enrollment.
- Faculty-Advisors should also know that an "I" grade should never be used in lieu of failing a student. Missing assignments should be given grades of zero, and the final grade calculated per syllabus guidelines.
- Since grades of "I" do not factor into the GPA at the time they are assigned, struggling students may get extra terms of probation that are unwarranted. This extra term of probation can have serious financial aid repercussions for the student if the "I" changes to an "F" due to lack of completion in the subsequent semester.
- "I" grades can impact timely admission to some academic programs.
- Students cannot graduate with an "I" grade.
 - Under an old policy, "I" grades from 2005 and earlier are permitted to stay on student transcripts without ever being resolved.