



REGULATION TITLE:

Incomplete Grades

APPLIES TO:

Students and Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Registrar

Office of the Provost and Vice President of Academic & Student Affairs

Division of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation governs the assignment and resolution of the "I" (incomplete) grade. An "I" grade is a temporary grade assigned only for unforeseen and extraordinary circumstances that prevent a student from completing a minor part of a course.

DEFINITIONS:

Incomplete ("I") Grade

A temporary grade assigned to a student who, due to an unforeseen and extraordinary circumstance, is unable to complete a minor portion of the required coursework before the end of a term. This grade is not included in the grade-point average (GPA).

PROCESS:

Eligibility for an Incomplete Grade

An "I" grade may only be assigned if an unforeseen and extraordinary situation prohibits a student from completing a minor part of the course, such as the final exam or a major term paper.

The student must have made the request to the instructor before the end of the term.

An "I" grade may not be used as a substitute for a "D" or an "F" grade.

Procedure for Requesting an "I" Grade

The student must file a written request for an incomplete grade with the instructor before the end of the course. An instructor may complete the request on a student's behalf only if the student is prevented from doing so by a medical emergency or similar circumstance.

The instructor will complete the request, providing a detailed description of the work to be completed and the default grade the student will receive if the work is not submitted by the deadline.

The instructor provides copies of the completed request to the student and their Chair and/or Dean.

Deadline for Completion

Work for an incomplete grade must be completed by the end of the eighth week of the next regular academic semester (fall or spring).

If the work is not completed by the deadline, the "I" will automatically convert to the default grade calculated by the instructor, with the uncompleted work marked as a zero.

In the event the original instructor is no longer with KSU, the department Chair will work with the student to complete the requirements.

REFERENCES AND RELATED MATERIALS:

- KSU Grade System Policy
- KSU Class Attendance Policy

CONTACTS:

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General Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
