

BETHUNE-COOKMAN UNIVERSITY
Incomplete Grades

Rationale:

The University has a policy for issuing an incomplete grade to a student who is unable to complete assignments as a result of illness or other good reason.



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Policy: Incomplete Grades

Date Updated: July 1, 2018

Policy # 5

Office Responsible:
Office of the Provost

Issuance of “I” Incomplete Grades:

Faculty members may issue “I” or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the faculty member, an “I” grade may be given to a student who is experiencing extraordinary personal challenges, but who has not formally requested and Incomplete grade.

Removal of “I: Incomplete Grades:

It is the student’s responsibility to initiate action to meet with the faculty member and complete the work necessary to remove the “I” grade. Students receiving “I” grades should report to the faculty member(s) who issued the grade(s) within the first week of classes in their next semester of enrollment. The assignments needed to remove the “I” grade(s) must be completed within the first six weeks of the next semester. Failure to complete the assigned work in the appropriate time frame will cause the “I”(s) to automatically change to “F” grades.

At the end of the time period specified, the original faculty member will file the necessary form and submit the appropriate final letter grade to the Office of the Registrar.