

# Incomplete Grade Assignment

Registrar@usca.edu – (803) 641-3550 – Penland 109



A grade of "I" (Incomplete) is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship.

The instructor must deliver the contract (Section I) to the Registrar's Office for archival as soon as possible after assigning the "I" grade in Self-Service Aiken. Forms may be delivered in-person or electronically from the instructor's USC Aiken email account to Registrar@usca.edu. Contracts devoid of all three signatures (student, instructor, unit head) will not be accepted, per the USC Aiken Faculty Manual. The instructor should retain a copy of this contract in order to complete Section II.

## SECTION I: Incomplete Grade Contract

Student Name: \_\_\_\_\_

Student USC ID: \_\_\_\_\_

Course: \_\_\_\_\_

Subject \_\_\_\_\_

Number \_\_\_\_\_

Section \_\_\_\_\_

CRN \_\_\_\_\_

Term:  Fall  Spring  Summer

Year: \_\_\_\_\_

Reason for Incomplete:

Description of Remaining Coursework:

Back-up / Incomplete Final Grade: \_\_\_\_\_

*The final letter grade to be assigned if student does not complete the remaining coursework described above. Instructor must enter this grade in SSA under "Incomplete Final Grade." If no back-up grade is entered, the final grade will default to "F" after one year.*

Extension Date to Complete Remaining Coursework: \_\_\_\_\_

*The date on which the student will receive the back-up grade noted above if no other grade is reported by the instructor prior to the deadline. Instructor must enter this date in SSA under "Extension Date."*

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean / Department Chair signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION II: Make-up / Final Grade Update

Instructor will fill this section after student completes the remaining coursework described above. The final letter grade below will replace (make-up) the grade of Incomplete on the student's transcript. The instructor must deliver the final form in-person to the Registrar's Office or submit the form from his/her USC Aiken email account to Registrar@usca.edu.

Final Grade: \_\_\_\_\_ Date of Completed Coursework: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar

Approved for Processing

Date: \_\_\_\_\_