



Incomplete Grade Policy

Policy #:	AA021.1
Policy Type:	University
Responsible Executive:	Provost
Responsible Office:	Academic Affairs
Originally Issued:	June 25, 2024
Latest Revision:	June 25, 2024
Effective Date:	July 1, 2024

I. Policy Statement

The Incomplete Grade Policy describes the conditions under which incomplete grades, designated by “I”, are assigned.

II. Purpose of Policy

A grade of “I” (Incomplete) may be assigned in exceptional cases at the discretion of the instructor when, due to extenuating circumstances beyond his/her control, a student is passing a course but is unable to complete of the course within the period of the course’s session.

III. Applicability

This policy applies to all students.

IV. Definitions

NA

V. Policy Procedure

Assigning the Incomplete

This policy can be invoked when a student experiences exceptional circumstances that would prevent the student from completing the course. To qualify, the following criteria must be met:

- a. The date to withdraw from a course for the current semester must have passed.
- b. The student must be passing the course at the time of the request.

If the student believes that both criteria are met, the student initiates a request with the instructor for a grade of “I” to be assigned. Once agreed that assigning an incomplete is a viable course of action, the instructor and student must complete and submit the “Incomplete Grade Agreement” form to their program or school director (of their major). Once approved, the instructor can assign an “I” grade. A grade of “I” will not be counted in the Grade Point Average until it is resolved into a final grade. Students may not enroll in a course for which the “I” grade course is a pre-requisite. A course in which a grade of “I” has been received cannot be used for degree fulfillment.

Resolving the Incomplete

Incomplete grades can only be resolved by completing the work as outlined in the Incomplete Grade Agreement, not re-taking the course. Regardless of enrollment status, if a grade of “I” is not changed to a completed grade by the Final Date for Resigning from the University of the following regular semester (fall, spring, summer), then the grade will be automatically changed to an “F” (or an “NC” in a “CR/NC” course). Once the “I” is converted to an F or NC, it cannot be changed to a passing grade. A change of an “I” grade to an “F” or “NC” may change the student’s academic or financial aid status.

Requests for a one semester extension of the deadline for completion of an “I” grade can be made in extenuating circumstances, such as prolonged medical problems, serious accidents, death in the immediate family, etc. This request must follow the same procedure with the student initiating the request and the instructor and student completing and submitting a revised “Incomplete Grade Agreement” to their school or program director (of their major). Extensions, however, must also receive the permission of the Dean over the course (for undergraduate courses) and the Graduate Coordinator and Graduate Dean (for graduate courses). The extended deadline may not exceed the Final Date for Resigning from the University of one additional regular semester (fall, spring, summer). This deadline is the maximum amount of time allowed to change an incomplete grade. In origination and extension protocols, instructors may establish an earlier deadline and students are bound by the deadline indicated in the Incomplete Grade Agreement.

Once the student has adequately completed the course, it is the responsibility of the course instructor who assigned the grade of “I” to make the final determination of the grade, obtain the signature of the academic Dean over the course on the Incomplete Grade Change form, and submit it to the Registrar by the deadline. If the faculty member is no longer affiliated with the University, students should contact the Program or School Director during the first week of the semester immediately following the one in which it was received to arrange for completing and submitting work.

Impact of Incomplete Grades on Financial Aid Programs

It is the responsibility of the student to understand the impact “I” grades can have on their academic standing and Federal Financial Aid. Students should contact Financial Aid to request re-consideration of their status once the “I” grade is replaced with a letter grade.

When a student receives an “I” grade, it affects their Satisfactory Academic Progress (SAP) review for federal and state aid (university scholarships and TOPS).

The state calculates the GPA for TOPS recipients. Schools must report the individual grades for each student to LOFSA. They will treat the “I” grade as an “F” to calculate the student’s GPA for the mid-year and end-of-year award requirements. If the grade is updated, ULM must send the updated records to the state for another eligibility review. The entire process of ULM Financial Aid being updated and updating LOFSA may take a week or two at most.

ULM requires scholarship eligibility reviews at the end of spring. An incomplete grade will delay determining if the student remains eligible to receive the funding. Many students who rely on the out-of-state fee waiver to attend ULM will not return the following semester if we cannot determine their eligibility before tuition and fees are due for the payment period. If they do not maintain continued enrollment for the scholarship, it is permanently suspended.

The National Guard requires ULM’s Student Account Services to report the cumulative GPA as of the end of the term, using the GPA currently on file with the Registrar. The GPA is incomplete if the student has an outstanding “I” grade. If the “I” grade eventually turns into an “F”, it often results in having to reverse the benefit and the student then owes ULM the amount of the exemption. This creates a receivable for ULM. The military does not offer an appeal process for this reversal.

Federal Aid requires SAP to be reviewed prior to disbursement of aid and each time there is a change in the student’s academic records. Although the “I” grade is still counted in the attempted and earned hour ratio(s), an incomplete grade does not allow accurate reporting of the student’s GPA.

If in a follow-up review the student is no longer meeting SAP, aid for the term must be rescinded. This will create a receivable (balance owed) for the student. When students cannot afford to pay these balances, more barriers toward academic success result as students will be prevented from registering for classes until the balance is paid.

The student needs to notify ULM Financial Aid when "I" grades are changed so SAP can be run and updated. Both the ratio and the GPA can prevent a student from being eligible to receive aid. A student must maintain at least a 67% ratio and a 2.0 GPA as an undergraduate to receive aid.

VI. Enforcement

The Registrar is the responsible authority for the enforcement of this policy

VII. Policy Management

The Provost is the executive responsible for this policy, and the VPAA's Office is the office responsible for implementing and administering it.

VIII. Exclusions

N/A

IX. Effective Date

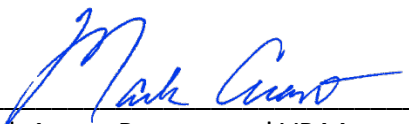
This policy will take effect July 1, 2024

X. Adoption

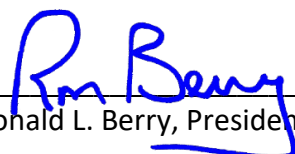
This policy is hereby adopted on this 25th day of June, 2025.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, Provost and VPAA



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

N/A

XII. Revision History

Original Adoption Date: June 25, 2024