

Faculty Policy on Assigning Grades of Incomplete

(excludes Distance Education courses)

1. Student (or appropriate representative) must contact the faculty member through Auburn email or in writing prior to the submission of final course grades to request a grade of Incomplete (IN) due to documented reason (illness/ death in family/ etc.).
2. If a student does not request an IN, the faculty member should grade the student based upon the percentage of course work completed to date and using a Zero (0) for any exams/ assignments not completed.
3. To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.
4. The faculty member must fill-out the Incomplete Grade Memorandum of Understanding Form through the workflow process, indicating the:
 - Reason for the IN
 - Percent of course work currently completed at the time of submission and the grade average on that work,
 - Detailed information about the additional work needed to complete the course,
 - Timeline to complete the work (6 months maximum; preferably sooner), and
 - Grade the student should be assigned if the additional work is NOT completed by the deadline set for the completion of the work; the missing work is calculated as a Zero (0).
5. Grades of Incomplete automatically become the grade identified by the faculty member, if not cleared within 6 months.
6. If the faculty member assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former faculty member and then assign a grade based upon the work presented by the student and the information provided thru workflow on the Incomplete Grade--Memorandum of Understanding form. This information will be in extender under the student's number.
7. Once an IN has been changed to another grade it may not be changed, in the future, to a different grade without approval of the Provost.
8. Documentation of class work must be maintained by the student. The Incomplete Grade-Memorandum of Understanding workflow can be accessed in extender. For faculty members who submit the IN Grade forms to the Office of the Registrar prior to course grades being rolled to academic history, the IN will be reflected on the electronic grade roster; faculty will be unable to change that grade on the electronic grade roster.

9. Faculty members should NOT enter a grade on the banner course roster for those students who are to be assigned the IN grade but leave the grade blank. Once the IN Grade form is received by the Office of the Registrar through workflow, the IN will be entered on the student record.

10. When the student has completed the outstanding work, it is the responsibility of the faculty member to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal through the grade change workflow to the Office of the Registrar.

[Incomplete Grade Workflow Quick-Step Guide](#)

ADOPTED: August 16, 2007

REVISED: April 30, 2014