



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Procedure: INCOMPLETE GRADE REQUEST
Number: 3.2.3.2

Responsibility: Academic Affairs

Last Updated: October 1, 2023

Policy: Grading System (3.2.3)

Purpose:

This procedure outlines the steps for a student to receive approval for an Incomplete (I) course grade. The grade “I” represents incomplete work. “I” does not affect GPA calculation; however, an “I” defaults to “F” automatically after one semester if course requirements are not satisfactorily completed.

Procedure:

The procedure steps are as follows:

1. The student must have completed at least 50% of the coursework with passing grades. Exceptions to this requirement are at the discretion of the Division Dean.
2. A student is eligible for an incomplete grade if the student is prevented by illness or other justifiable cause from completing the required work or from taking the final exam.
3. The student will provide documentation to support the justifiable cause.
4. The student will request an incomplete grade from his/her instructor before grades are due for that semester.
5. The instructor will submit an Incomplete Grade Contract form online under “Forms” on the “Faculty Resources” page of the TCL website.
6. The form will be forwarded to the student for his/her signature.
7. Once submitted, the form will go to the Office of Student Records for processing.
8. The student will make arrangements to complete the course requirements within the prescribed time limit.
9. Once the coursework is complete, the instructor will submit a grade change form to the Office of Student Records.
10. The instructor may be required to provide documentation including record of attendance, current grades, and record of any communication with the student about the assignment of the incomplete grade.