

Incompletes

I (Incomplete) - This grade is an option for students who encountered circumstances beyond their control.

The grade of incomplete “indicates a passing grade at the end of a semester, but an important part of course was not completed, e.g., term paper, outside reading, etc.” (Faculty Handbook: 5.5.2.2)

Avoid this grade except to correct inequities that cannot otherwise be resolved fairly. Students receiving an I grade have a calendar year to meet requirements, but as an adjunct, you might not be in a position in future terms to evaluate late work from students. Be sure to communicate with your program coordinator if you encounter situations that you think should lead to I grades. The I is excluded from the GPA at the end of the term, but it automatically changes to F after a calendar year, unless the instructor changes the grade through Goldlink (or submits a form to the Registrar).

For more information:

<http://www.etsu.edu/senate/facultyhandbook/section5.aspx#grading>

<http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Grades>

<http://catalog.etsu.edu/content.php?catoid=20&navoid=1009#Grades>