



# INCOMPLETE GRADE ASSIGNMENT FORM

Tougaloo College  
Office of the Registrar  
(601) 977-7764

Student Name: (Last) _____ (First) _____ (M.I.) _____		I.D.#
Course Number:	Section Number:	Semester/Year:
Course Title:	Instructor:	

In order to complete the course, the student must:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean's Signature

\_\_\_\_\_  
Date

*The original copy must be submitted to the Office of the Registrar. A copy must be filed with the Division Dean, one copy must be given to the student, and one copy must be retained by the instructor.*

## **Incomplete Grade Policy**

An "Incomplete" (I) grade indicates that the work completed thus far is of passing quality, but some portion of the work required to complete the course remains unfinished because of illness or for some other reason over which the student had no control. ***The instructor will submit an Incomplete Grade Assignment Form during the final grade submission, which will detail the work to be completed. When the work is completed, the instructor will submit an Incomplete Grade Removal Form.*** If the "Incomplete" is not removed by the end of the midterm grading period of the following semester in which the student is enrolled, the Registrar will automatically record a grade of "F." ***Students are prohibited from enrolling in any course for which the current grade is "I."***

## **Permanent Incomplete**

*In unusual circumstances where the work cannot be completed, the dean of the division may recommend that the "I" be converted to a "PI," "Permanent Incomplete." The grade of "PI" has no impact on the GPA.*