



Policy Title
Grade of Incomplete Policy

Policy Number
SULC 1-012

Responsible Unit: Academic Affairs	Effective Date: July 23, 2026
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: July 23, 2026
Policy Classification: Academic Affairs	Last Revised Date: July 23, 2026
	Origination Date: November 19, 2014

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is (1) to inform students at Southern University Law Center (SULC) that they should not contact a professor in case of an anticipated or actual failure to appear for a final examination or similar assessments; (2) to provide the rules governing a student's ability to obtain an initial grade of incomplete, and (3) to set time limits in which a student must convert such a grade into a permanent grade.

II. POLICY SCOPE AND AUDIENCE

This policy applies to SULC faculty and students.

III. POLICY COMPLIANCE

This policy informs SULC faculty and students on how and when incomplete grades are awarded and the obligations of a student who has been awarded a grade of "I." Failure to have a grade of "I" converted to a permanent grade will result in a grade of "F." A student who intentionally contacts a professor regarding absence from an exam may be referred for an Honor Code violation.

IV. POLICY DEFINITIONS

TERM: The spring and fall semesters and the summer session.

GRADE OF "F" — A failing grade

GRADE OF "I" — A grade of incomplete

V. POLICY IMPLEMENTATION PROCEDURE

A. Absence from a Final Examination or Assessment

A student who does not appear for a scheduled final examination or other similar assessment shall receive a grade of "F" in the course unless an application for a temporary grade of "I" is timely submitted and approved by the Vice Chancellor for Academic Affairs. The temporary grade of "I" is available for only the strongest of reasons, such as serious illness or death in the immediate family, serious personal illness, hospitalization, subpoenaed absence, or military duty.

B. Procedure

Students who do not appear for a scheduled final examination or other similar assessment or who know in advance that they will be unable to appear shall follow the procedure below:

1. Students who do not appear for a scheduled final examination or other similar assessment shall never contact their professor to indicate that they cannot or did not appear for the examination or assessment prior to the posting of the student's grade.
2. The student shall make a formal request to the Vice Chancellor for Academic Affairs to receive a grade of "I." The request shall include the student's "U" number and SULC email address. Documentation to support the reason for the absence shall accompany the request. Documentation from a medical provider shall be on the provider's letterhead and signed by the provider and shall state that because of illness or injury the student is unable to take the student's examination and the applicable dates. While the formal request for an incomplete grade should contain all the information above, this policy recognizes that circumstances may prevent a student from filing a request that fully complies with the information above.
3. The Vice Chancellor for Academic Affairs shall notify the student whether the student's request has been approved. The Vice Chancellor for Academic Affairs shall also notify the Director of Records and Registration, who will notify the affected professors.
4. Students shall not contact professors to schedule makeup examinations. The Vice Chancellor for Academic Affairs, or his or her designee, shall consult with professors and arrange for the examinations to be administered. Students who receive accommodations shall contact the Health, Wellness, and Disability Director.
5. Students who receive grades of "I" in the spring semester shall take make-up examinations or otherwise complete their course work no later than the last scheduled examination date in the summer session following the spring semester in which they received grades of "I."
6. Students who received "I" grades in the fall semester or in the summer shall take make-up examinations or otherwise complete their course work within six weeks after the start of the next term.
7. Two weeks after completing the make-up examination, the student shall

check his or her transcript on Banner to verify that the grade of "I" has been changed to a letter grade.

8. Absent extraordinary circumstances, should a student fail to timely complete a makeup examination, the temporary grade of "I" shall be converted to a grade of "F."

C. Failure to Complete a Final Examination or Assessment

Students who appear for an examination or other assessment but who are unable to complete it due to serious personal illness shall contact the Vice Chancellor of Academic Affairs to be excused from the examination. Students excused from an examination shall follow the procedure above to receive and remove a temporary grade of "I" in the course.

VI. POLICY RELATED INFORMATION

No laws or board policies impact this policy.

VII. POLICY HISTORY AND REVIEW CYCLE

This policy was created and became effective November 19, 2014. The policy was reviewed and revised on June 14, 2021. The policy was reviewed and updated to conform to the current SUS template on July 23, 2026. The Vice Chancellor for Academic Affairs is charged with implementing and enforcing this policy. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs. Any changes will be submitted to the faculty for consideration, in accordance with the SUS Policy on Policies.

VIII. POLICY URL

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. POLICY APPROVAL

This policy was approved by the faculty on July 23, 2026.


Alvin Washington
Chancellor, SULC

July 23, 2026
Effective Date