

# Incomplete Grade Assignment

Registrar@usca.edu – (803) 641-3550 – Penland 109



**Registrar**  
University of South Carolina Aiken

A grade of "I" (Incomplete) is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship.

The instructor must deliver the contract (Section I) to the Registrar's Office for archival as soon as possible after assigning the "I" grade in Self-Service Aiken. Forms may be delivered in-person or electronically from the instructor's USC Aiken email account to Registrar@usca.edu. Contracts devoid of all three signatures (student, instructor, unit head) will not be accepted, per the USC Aiken Faculty Manual. The instructor should retain a copy of this contract in order to complete Section II.

## SECTION I: Incomplete Grade Contract

Student Name: \_\_\_\_\_ Student USC ID: \_\_\_\_\_

Course: \_\_\_\_\_  
Subject Number Section CRN

Term: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer

Year: \_\_\_\_\_

Reason for Incomplete:

Description of Remaining Coursework:

Back-up / Incomplete Final Grade: \_\_\_\_\_

*The final letter grade to be assigned if student does not complete the remaining coursework described above. **Instructor must enter this grade in SSA under "Incomplete Final Grade."** If no back-up grade is entered, the final grade will default to "F" after one year.*

Extension Date to Complete Remaining Coursework: \_\_\_\_\_

*The date on which the student will receive the back-up grade noted above if no other grade is reported by the instructor prior to the deadline. **Instructor must enter this date in SSA under "Extension Date."***

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean / Department Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION II: Make-up / Final Grade Update

Instructor will fill this section after student completes the remaining coursework described above. The final letter grade below will replace (make-up) the grade of Incomplete on the student's transcript. The instructor must deliver the final form in-person to the Registrar's Office or submit the form from his/her USC Aiken email account to Registrar@usca.edu.

Final Grade: \_\_\_\_\_ Date of Completed Coursework: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar

\_\_\_\_ Approved for Processing

Date: \_\_\_\_\_