



Policy Name: I Gade Policy

Policy Number: Administrative Policy
03.10.12.01

Date: November 24, 2025

Review Date: November 24, 2028

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Willie L. Todd Jr.
Signature



TALLADEGA COLLEGE
I Grade Policy

Policy Title: Incomplete (“I”) Grade Policy

Policy Type: Administrative

Policy Number: 03.10.12.01

Approval Date: November 24, 2025

Responsible Office: Division of Academic Affairs

Responsible Executive: Office of the Registrar/Provost and Executive Vice President

Applies to: Students of Talladega College

POLICY STATEMENT

The Incomplete (“I” Grade) allows students to complete coursework when extenuating circumstances beyond their control prevent timely completion of requirements. An “I” grade is intended to support student success while maintaining academic integrity.

This policy defines eligibility criteria, required documentation, deadlines, and responsibilities of both students and faculty to ensure the fair and consistent use of incomplete grades across the College.

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DEFINITIONS

Incomplete Grade (“I”): A temporary grade assigned when a student, currently passing the course, has been unable to complete the final examination or other essential coursework due to extenuating circumstances.

POLICY CONTENTS

I. Eligibility for an Incomplete Grade

An “I” grade may be assigned only if:

1. The student is **currently passing** the course (minimum 70% progress).
2. The student has completed the majority of the coursework.



3. Documented **extenuating circumstances** (e.g., illness, death in the family, emergencies, disability accommodations, mental health crises, caregiving responsibilities, housing insecurity, financial hardship, or incarceration) prevented completion of the remaining work.
 4. The student and instructor have completed an **Incomplete Grade Contract** (form or written email record), outlining outstanding work, deadlines, and grading expectations.
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II. Timeline for Completion

1. Incomplete grades must be resolved no later than forty-five days (45) after the first day of class for the subsequent semester, and with the understanding that the work will be graded no later than thirty days (30) after submission.
 2. The final grade change must be submitted to the Registrar by no later than a week after the thirty-day grade period ends.
 3. The Registrar's Office will publish deadlines each semester and send reminders to both students and faculty.
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III. Automatic Conversion

1. If unresolved by the deadline, the grade "I" will be converted to the student's **earned-to-date grade, including grades for non-submitted assignments**.
2. Prior to conversion, the Registrar will send **automated reminders** to the student and instructor.

IV. Exceptions

Extended deadlines may be approved for:

- Internships or practicum experiences
- Capstone or final projects
- Graduate-level coursework
- Active-duty military service
- Incarceration or detainment
- Extended medical leave



Requests for exceptions must be approved by the Dean of the School and the Provost and Executive Vice President.

V. Student Responsibilities

- Provide **supporting documentation** verifying the extenuating circumstances.
- Complete all outstanding work by the published deadline.
- Monitor Registrar's notifications and Academic Calendar deadlines.

VI. Faculty Responsibilities

- Complete the **Incomplete Grade Contract** with the student and file it with the Registrar.
- Establish clear expectations for outstanding work and grading standards.
- Supervise and record the final grade. If the instructor is no longer at the College, the **Department Chair or Dean** will supervise and record the final grade.

APPEALS PROCESS

Students who believe the "I" grade decision was unfairly applied may file a written appeal within **10 business days** to the **school dean from which the "I" grade request originated**.

The appeal must include:

- A statement of concern,
- Supporting documentation, and
- Relevant communications with the instructor.

If a student believes the Dean of the School's decision is unfair or inconsistent, the student may submit a written appeal to the Provost/Executive Vice President.

The appeal must include:

- A copy of the Dean's decision.
- New supporting documentation that was not previously submitted during the Dean-level appeal.



EDUCATION AND COMPLIANCE

- The registrar will send reminders about deadlines for incomplete grade resolution.
- Faculty must review this policy with students when assigning an "I."

Compliance will be monitored through Registrar's reports at each grading cycle.

Review Schedule

- **Next Scheduled Review:** 11/24/2028
- **Approval by date:** Executive Cabinet, 11/24/2025
- **Revision History:** NA
- **Supersedes:** NA