**Incomplete Grade Procedure College of Social Work**

**Policy**

**Grade of Incomplete** **(per the UTK Catalog)**

Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.

* The “I” (Incomplete) grade is not issued in lieu of the grade of F.
* The conditions for the removal of the “I”, including the time limit for removal of the “I”, are decided by the course instructor.
* It is the responsibility of the student receiving an “I” to arrange with the course instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of incomplete.
* **Students** **do not remove an “I” grade by re-enrolling in the course**.
* The “I” grade does not carry quality points and is not computed as a grade of F in the grade point average.
* If the “I” grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.
* A student need not be enrolled at the university to remove a grade of incomplete.

For BSSW students:

* In addition, a grade of IW may be assigned if a student cannot fulfill the requirements for a course because of an inability to communicate in writing. (See Writing Competence for more information about the IW grade.)

**Rationale**

This form and updated process ensures that advisors, instructors, and program directors are collectively informed when a student receives an incomplete. In the past, some students have been issued incompletes in multiple courses without a centralized record. This process enables a holistic review of a student’s academic record before issuing an incomplete and improves tracking of incomplete grade requests.

**Procedure**

If the student meets the qualifications above, the student can request an incomplete grade from their instructor.

* + The student will initiate the incomplete grade form\* (from the CSW Web site – or using this [link](https://dynamicforms.ngwebsolutions.com/Submit/Start/36aa8280-d5f4-4aa6-bb7f-e7874cda011b?SSO=N)). The form will be routed to the appropriate instructor.
	+ The instructor will review and sign off (or reject) the request. Once the instructor has approved the request, the form will then be routed to the student’s advisor and program director.
	+ Once all signatures are secured, the completed form will be sent to the student, their instructor, and their advisor.

In rare situations where a student cannot complete the request, the professor may initiate the form. Please use this [link](https://dynamicforms.ngwebsolutions.com/Submit/Start/11418e17-7810-4642-8c0b-a018137f4eec?SSO=N) in those cases.