



The University of Georgia

Office of the Vice President
Student Affairs

INCOMPLETES

For Questions or Clarification, please contact . . .

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The decision to assign an Incomplete is entirely the prerogative of the instructor. Student Affairs does not approve nor advocate for Incompletes. An Incomplete is generally granted upon the student's request and at the instructor's discretion when a student is doing satisfactory work, but for non-academic reasons beyond her/his control, is unable to meet the full requirements of the course (such as taking a final or turning in a project). The Board of Regents policy states that an Incomplete must be removed within three terms (this includes summer), or the Incomplete changes to an "F". Instructors may, however, set their own time frame within the three-term limit, and the student bears the responsibility of understanding how and when the instructor expects the work to be finished. Once the student has earned a grade, the instructor should complete a Change of Grade form changing the Incomplete to the grade that the student earned. That form must also be signed by the department head and the student's dean.

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