



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Incomplete Grade Policy

Policy 4.19

Volume 4 Enrollment
Management
Chapter 19 Incomplete Grade
Policy

Responsible Office: Registrar
Originally issued: unknown
Revised 1/2009

Policy Statement

No individual may engage in any clinical or laboratory activity for the purposes of completing the requirements of a course in which he or she has an Incomplete grade (I) unless the individual is registered as a student at the Medical College of Georgia. Registration as a student requires enrollment in a course and payment of appropriate tuition and fees. However, the student may not be re-registered in that same course for the purpose of meeting the requirement to be registered while making up the Incomplete grade; to do so would result in the student being awarded credit twice for the same course.

Students with an Incomplete grade (I) who must return to school after their expected graduation date in order to complete assignments that include any *clinical* or laboratory activities must also be registered as a student. Likewise, however, the student may not be re-registered in the same course a second time.

Therefore, each degree program shall establish an independent study course that will be used to meet the requirements of this policy. The course will be graded as Satisfactory/Unsatisfactory and will have a minimum of one credit hour.

Registration in a course for the purpose of completing course requirements to remove an Incomplete grade (I) is *not* required if no clinical or laboratory activity is involved, for example, if only a paper, written assignment, and/or examination is involved.

Reason For Policy

The Medical College of Georgia has established this policy to ensure that the institution and the student are legally protected while working in the clinical setting.

Entities Affected By This Policy

All students at the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All students and teaching faculty and respective staff at the Medical College of Georgia should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	http://www.mcg.edu/students/Registrar/registrar@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p419.pdf>

Related Documents

Medical College of Georgia Catalogue, Academic Regulations:
<http://www.mcg.edu/students/Registrar/regulations/registration-for-makeup.html>

Definitions

These definitions apply to these terms as they are used in this policy.

Incomplete Grade (I) The assignment of an Incomplete (I) grade indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course.

Overview

If a student receives an Incomplete (grade of I) in a course, the student is expected to complete the requirements for the course and earn a final grade as outlined by the course instructor. The completion of assignments for the removal of an Incomplete grade should routinely take place during the academic term immediately following the term when the student received the Incomplete.

Students receiving an incomplete grade for a *clinical* course must be registered during the term in which they are completing the requirements for the incomplete grade. Students receiving an incomplete grade in didactic courses are not required to be registered during the term in which they are completing the course requirements.

Process/Procedures

Student musts complete the requirements for an Incomplete grade (I) and may be required to be registered for a course so that the Medical College of Georgia, and the student, is protected against liability.

- Students who are progressing through the normal curriculum in their program of study and are registered for the normal course load expected of students in their program may complete work for the removal of an Incomplete without registering for an additional course.
- Students who wish to complete the incomplete course requirements during a term they would not normally be taking classes must register if the required assignments include clinical or laboratory activities.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.19, Incomplete Grade Policy, are:

Instructor	Notify student of requirements and time line for completing the Incomplete course
Student	Complete Incomplete course
Registrar's Office	Monitor Incomplete grades for completion