

**Georgia Highlands College**  
**A Grade of Incomplete**

A grade of incomplete indicates that a student who is performing satisfactory work is unable to meet the full course requirements for non-academic reasons beyond the student's control. An I must be removed within two semesters of residence, or one calendar year, whichever is shorter, or it will automatically become an F. An I grade is not given in Learning Support courses. Arrangements for the removal of an I should be made with the instructor during the semester immediately succeeding the semester in which the I was awarded. Students do not re-register for a class in which an I has been given. All grade change requests must be made within two semesters of residence following the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Vice President for Academic Affairs.