

ATTACHMENTS

~~1. University Policy 300.04 – Student Grade Changes~~
~~2. University Policy 300.04 – Student Grade Changes~~

~~3. University Policy 300.05 – Incomplete Grade Changes~~

University Policy 300.04
STUDENT GRADE CHANGES

[illegible]

Extenuating circumstances are defined as circumstances with

What is considered an external

The following circumstances provided that they are supported by evidence:

1. Acute illness or injury
 2. Extended illness or medical condition or personal circumstances, including pregnancy, of the employee
 3. Death of a child, sibling, spouse, partner, grandparent, or grandchild, or death of a close relative
 4. Significant domestic and/or personal problems
 5. Vacation or leave of absence (e.g., military, religious)
 6. Unforeseen work circumstances

Definition approved by Academic Affairs November 18, 2019.

University Policy 300.05
INCOMPLETE GRADE CHANGES

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the integrity of student

Statement of Purpose

The purpose of this policy is to outline the University's processes for changing incomplete grades.

Applicability

This policy applies to all students at Claflin University.

DEFINITION/PROCEDURES

student does not complete course assignment (s) due to circumstances beyond their control.

Incomplete grades should only be created under the following circumstances:

can reasonably make a passing grade in the course if missing assignment (s) completed);

approval of the instructor/department, and/or circumstances beyond the student's control, such as illness, family emergency, military deployment, etc.);