



Announcement

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Section Language Center-International College (LCIC)

Date 2nd June 2026

To: All relevant people

From: Dr. Khwanchol Kampan, Director of LCIC

Subject: LCIC Policy - Cancellation of "I" grade to directly "F" starting August 2026 semester onward

Background

Currently, students who fail to complete course requirements by the end of the semester may be assigned an **"I" (Incomplete)** grade and are given additional time to submit outstanding coursework or assessments.

However, the implementation of the "I" grade has created several administrative and academic challenges, including delays in grade finalization, increased workload for instructors and academic staff, prolonged uncertainty regarding students' academic standing, and inconsistencies in the application of the policy across different faculties and programs.

Proposal

It is proposed that the University revise the grading policy to **limit the use of the "I" (Incomplete) grade only to exceptional circumstances approved by the University** and that students who fail to complete course requirements within the designated semester be assigned a **final grade of "F"**.

Exceptions may be considered only in documented cases such as:

- Serious medical conditions supported by official documentation;
- Military service obligations;
- University-approved exchange or mobility programs;
- Other exceptional circumstances approved by the Program Director or Advisor.

Rationale

The proposed policy revision will provide the following benefits:

1. **Enhance Academic Responsibility**
 - Encourage students to complete coursework, examinations, and assignments within the prescribed semester timeline.
 - Promote accountability and self-discipline among students.
2. **Improve Academic Standards**
 - Ensure that final grades accurately reflect student performance during the semester.
 - Reduce opportunities for students to postpone academic obligations without sufficient justification.
3. **Increase Administrative Efficiency**
 - Minimize delays in grade submission and transcript processing.
 - Reduce the administrative burden associated with tracking and resolving incomplete grades.
4. **Support Quality Assurance Practices**
 - Align academic assessment practices with principles of transparency, fairness, and consistency.
 - Strengthen academic governance and institutional quality assurance mechanisms.
5. **Provide Clear Academic Records**
 - Ensure that student academic records are finalized within a reasonable timeframe.
 - Facilitate timely academic progression, graduation audits, and reporting requirements.

Recommendation

In view of the above, it is recommended that International College Siam University revise its grading policy so that students who fail to complete course requirements by the end of the semester receive a final grade of "F", except in approved exceptional circumstances where an "I" (Incomplete) grade may be granted.

Your kind consideration and approval of this proposal would be greatly appreciated.

Signature 
Dr. Khwanchol Kampan
Director of ECIC
Date 2 June 2026