

Incomplete Grade Agreement

“I” (Incomplete Authorized). The “I” symbol shall be used only when the faculty member concludes that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen reasons.

An Incomplete shall not be assigned when it is necessary of the student to attend a major portion of the class when it is next offered.

An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases the use of the **SP (Satisfactory Progress)** symbol is required.

The conditions for removal of the Incomplete shall be reduced in writing by the instructor and given to the student with a copy place on file with the appropriate campus officer until the **Incomplete** is removed or the time limit for removal has passed.

In other words: The process of determining an **Incomplete** should be a contract between the instructor and the student. The conditions of the Incomplete—meaning the requirements needed to determine a final grade must be clearly articulated.

A formal contract is available to all departments and faculty for this purpose: (The Incomplete Grade Agreement form, [#SU-15 (1878-1) 7/93] is a **four-ply form** that provides a **White copy for the student, Yellow copy of the Department of Division/File, Pink copy for Course Instructor, Goldenrod copy for the Register.**

The completion of this form is both a Cal State LA requirement and a policy of the California State University System Chancellor’s Office. The completed form establishes a contract between the instructor/professor and the student. It ensures the conditions of successful completion of the course, and serves as a permanent record of agreement should the original instructor of record not be available to complete the grading process. In such case the chair of the department in which the course was offered can authorize the finalization of grades based on the contract and the receipt of the additional work.

An Incomplete shall be removed within one year following the end of the term during which it was assigned, provided, however, that extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. If the Incomplete is not remove within the prescribed times lime, or any extensions thereof, it shall be counted as a failing grade in calculating grade point average and progress points.