



COLLEGE OF
**NATURAL &
SOCIAL SCIENCES**

INCOMPLETE GRADE AGREEMENT

Student's Name:

Last _____ First _____ Middle _____ CIN _____ Major _____

Mailing Address _____ City _____ Zip Code _____

Course _____ e.g., EDSP 4000, Found. Of Special Ed.)

Taken _____ (Semester/Year); Section # _____

The Cal State L.A. policy on ***Incomplete*** grades is found on the second page:

An ***"I" (Incomplete)*** signifies that a portion of required course work has not been completed and evaluated in the prescribed time-period due to extenuating circumstances, and that there is still a possibility of earning credit. The student and instructor must reach agreement on the means by which the remaining course requirements will be satisfied and indicate below in #1.

A final grade is assigned when the work agreed upon has been completed and graded. An ***"I"*** must be removed within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. An ***"I"*** not removed will be recorded as an ***"IC"*** equivalent to an ***"F"*** for grade point average computation. The ***"I"*** will remain on the student's permanent record card, regardless of the final grade assigned.

- 1) Work to be completed to remove the ***"I"*** grade: _____
- 2) Final grade to be determined as follows:
 - If work submitted under 1) above is graded ***"A"***, your final grade will be _____
 - If work submitted under 1) above is graded ***"B"***, your final grade will be _____
 - If work submitted under 1) above is graded ***"C"***, your final grade will be _____
 - If work submitted under 1) above is graded ***"D"***, your final grade will be _____
 - If work submitted under 1) above is graded ***"F"***, your final grade will be _____
- 3) Specify date if Incomplete work is to be completed earlier than one calendar year _____
- 4) Special conditions, if any: _____

SIGNATURE: _____ Date _____
Student

SIGNATURE: _____ Date _____
Course Instructor

SIGNATURE: _____ Date _____
Department Chair

"Incomplete" Grade Policy

(Senate: 7/8/80, 8/9/83, 3/9/88 [EA], 2/21/06, 10/19/10 ; President: 7/21/80, 9/9/83, 6/22/88, 10/18/06, 11/18/10; Editorial Amendment: 9/00, 9/03, 1/15)

An Incomplete grade is an interim grade designed for students who are passing but who through extenuating circumstances have not been able to complete a portion of the work required for the course. An Incomplete grade shall be assigned at the discretion of the faculty member only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for 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 the term, e.g., thesis or project type courses. In such cases, the use of the "RP" symbol is required.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

It is the responsibility of the student to request a grade of Incomplete from the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete.

The conditions for removal of the Incomplete including due date shall be specified in writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed. This "Incomplete Grade Agreement" must specify the outstanding course requirements and the final grade to be given based on the evaluation of the outstanding work. This time limitation applies whether or not the student maintains continuous attendance.

An Incomplete grade may be removed by completing the outstanding work by the date specified on the Incomplete Grade Agreement which shall be within one calendar year after the end of the term in which the Incomplete grade was assigned. An Incomplete that is made up within the time period allowed will be replaced on the student's permanent academic record by the letter grade earned followed by an indication that the original grade was an Incomplete and the date that the Incomplete was removed.

Where department policy requires assignment of final grades on the basis of multiple demonstrations of competency by the student, it may be appropriate for a faculty member to submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy. An Incomplete that is not removed within the time period allowed will appear on the student's permanent academic record as an "Incomplete Charged" and will be counted as an F in grade point average calculations, unless the student was enrolled on a credit/no credit basis, in which case the default grade will be a grade of No Credit (NC). An Incomplete that is not removed before the degree is awarded will be charged as an F in the grade point average calculations. Upon expiration of an Incomplete grade, the student's permanent academic record will be modified to reflect the number of units attempted and zero units earned.