



INCOMPLETE GRADE AGREEMENT

Student's Name _____ SID _____ Major _____
Last First Middle

Mailing Address _____ Section No. _____
Number and Street City ZIP Code

Course _____ Course Taken _____
Discipline / Number / Title (e.g., ACCT 202, Survey of Accounting) Semester/Year

The Cal State L.A. policy on **Incomplete** grades is stated below:

I (Incomplete) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons, and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied.

A final grade is assigned when the work agreed upon has been completed and evaluated. An "I" must be removed within one calendar year immediately following the end of the quarter 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 "F" for grade point average computation. The "I" will remain on the student's permanent record card, regardless of the final grade assigned. The final grade is recorded manually next to the "I".

(The text of Executive Order 268 appears on the reverse side of this form.)

- 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) Special conditions, if any: _____

Distribution: SIGNATURE: _____
Course Instructor Department/Division Date

White: Student
Yellow: Department/Division File
Pink: Course Instructor
Goldenrod: Registrar

I understand that an "I" grade must be removed within one calendar year following the end of the quarter in which it was assigned (see terms and conditions above). Extensions are NOT automatic; petitions for extension of time must be approved prior to the expiration date.

SIGNATURE: _____
Student Date

The following is an excerpt from the Chancellor's Executive Order 268 dated April 29, 1977:

I (Incomplete Authorized). The "I" symbol shall be used 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 a term, e.g., thesis or project type courses. In such cases the use of the *SP* symbol is required. The conditions for removal of the *Incomplete* shall be reduced to 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.

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 removed within the prescribed time limit, or any extensions thereof, it shall be counted as a failing grade in calculating grade point average and progress points.