

## **Incomplete Grade Policy**

### **University Policy Manual-Academic Affairs**

The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed course session dates due to unforeseen but fully justified reasons and that there is still a possibility of earning credit.\* It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete.

**Agreement as to the conditions for removal of the Incomplete will be in writing, signed by the instructor, student, and the department chair (or designee) and placed on file with the appropriate academic department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated.**

An "I" (Incomplete Authorized) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An Incomplete must be made up within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an "F" or "NC" on the academic transcript.

At the time of degree evaluation, the degree will not be awarded if a student has any outstanding "I" grades which, if calculated as "F", would cause the student's grade point average to fall below the minimum level for graduation in any grade point requirement (CSUS, overall, major, minor or General Education).

Incomplete grades are not considered for deletion by the Academic Standards Committee.

\*Note: Students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I".

Please obtain the "petition for incomplete grade" from the department office.