

Received:

Updated Computer Record:

Incomplete Grade Policy

Approval by an instructor to postpone a final grade in a course must be formalized on an Incomplete Grade Petition available from the Registrar's Office and found in the instructor's WebAdvisor account. The "I" grade may not be posted to the transcript unless the completed petition is filed with the Registrar's Office by the end of a term. The petition may be initiated by the student or the instructor during the final weeks of the semester. Both parties need to sign the petition confirming understanding and agreement according to the reason(s) for incomplete course requirements in the course's term, what the remaining course requirements are, and a timeline in which the remaining coursework is to be submitted.

An instructor may assign an "I" grade only if the student has maintained satisfactory attendance and work of passing quality until near the end of the term when serious illness or extenuating circumstances beyond the student's control prevent completion of work essential to determine a final grade. It is this criterion that allows the "I" grade to be included temporarily among traditional evaluative grades in determining the satisfactory academic progress of a student.

If work required to complete the course as specified on the Incomplete Grade Petition has not been submitted to the faculty by the date indicated on this form, the "I" grade is automatically changed to the grade indicated by the faculty on this form as the grade the student would have received at the end of the semester based on non-submission of their final work or "I/F" if no default grade is entered. If the student has an extraordinary documented circumstance and wishes to make a request for an extension of the "I" grade, the student must make the request in writing, addressing the letter to the Academic Appeals Committee and submitting the letter to the Registrar. The Academic Appeals Committee will review the request and the Registrar will notify the student of the decision.

An instructor may file a Change of Grade Form to replace the incomplete "I" grade no later than 6 weeks after the end of the semester for Fall and Spring. The "I" grade is updated from the transcript when a new grade is filed by the instructor or when a Change of Grade Form is not submitted to the Registrar's Office by the deadline for the term. Undergraduate students with "I" grades may be ruled ineligible for travel programs such as Independent Study and Mobility. Undergraduate students with 12 or more units of "I" grades on their transcripts may not register for additional course work without the written permission of the Dean for Academic Affairs.