

REGULATIONS CONCERNING INCOMPLETE GRADE

IT IS YOUR RESPONSIBILITY TO KNOW THE TERMS OF YOUR CONTRACT.

Academic Senate Regulation DD A540(C) states:

“The grade Incomplete shall be assigned only when the student’s work is of passing quality and represents a significant portion of the requirements for a final grade, but incomplete for good cause determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade... provided he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student’s academic residence...”

PROCEDURE FOR FILING INCOMPLETE FORMS

1. Take the **Instructor’s Report of Assignment of Grade “Incomplete”** to your instructor and have it completed and signed.
2. Return the form to the Advising Office in 1303 Hart Hall before the new quarter begins.

PROCEDURE FOR MAKING UP THE INCOMPLETE

1. Do **not** enroll in the course you need to make up.
 - Schedule Builder will prevent you from re-enrolling in a course with an unresolved “I” grade.
 - An undergraduate student whose record shows more than 16 units of “I” grades will be subject to disqualification.
2. An “I” grade must be replaced with a letter grade (or P or S grade) before the end of the third succeeding enrolled quarter (excluding summer sessions) of the student’s academic residence, or the grade will revert to an F (or NP or U). If a student’s degree is conferred before the expiration of the time limit for an “I” grade conversion, the graduated student shall have until the end of the third quarter succeeding the quarter in which the “I” grade was assigned to replace the “I” grade. If the time limit expires after a degree has been conferred and the “I” grade has not been replaced, the “I” grade will remain on the student’s record.
3. Communicate with your instructor during this process, and ensure your work is completed in a timely manner. If you are required to retake the entire course, please notify the instructor that you will be auditing the course and also inform the Advising Office at the beginning of the quarter in which you plan to make up the Incomplete.
4. To remove the incomplete, you must contact the instructor who assigned you the “I” grade so they can initiate the Incomplete Grade Change via the online Grade Change Tool. Upon the completion of the online grade change, the professor will submit the online petition to the Office of the University Registrar.

Please read and initial the following:

Name: _____

ID: _____

1. I will not enroll in the class to make up the incomplete.
Initials: _____
2. I have 3 enrolled quarters to complete an incomplete.
Initials: _____
3. I will notify the Human Ecology undergraduate office at the beginning of the quarter that I plan to make up the “I” grade.
Initials: _____
4. I understand that any work submitted for grading in a class in which I have received an incomplete grade will be interpreted as an attempt to fulfill the contract and will be applied to the contract at the end of the quarter.
Initials: _____
5. I understand that if I have more than 16 units of “I” grades on my academic record I will be subject to dismissal.
Initials: _____
6. I fully understand the procedures for making up an incomplete.
Initials: _____