

CALIFORNIA STATE UNIVERSITY, FULLERTON INCOMPLETE AUTHORIZED (I) INSTRUCTIONS

The symbol "I" signifies that a portion of required course work has not been completed and evaluated in the prescribed time period owing 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 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 Incomplete must be made up within one year following the end of the term during 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 "IC" (Incomplete Charged) which is equivalent to an "F" for grade point purposes, or a "NC" (No Credit).

A grade of Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control. Such reasons are assumed to include: illness of student or members of the student's immediate family, extraordinary financial problems, loss of outside position, and other exigencies.

When assigning a grade of Incomplete ("I"), the instructor shall:

- Complete the Statement of Requirements for Completion of Course Work (form follows)
- Retain a signed copy for his/her records
- File a signed copy with the department for future reference
- Provide a signed copy to the student

The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing the requirements. The Statement or Requirement will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but assists the department chair in assigning a final grade in those instances where the instructor is no longer available.

When specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the Incomplete grade rests with the instructor.



**STATEMENT OF REQUIREMENTS FOR COMPLETION OF COURSE WORK
INCOMPLETE (I) GRADE**

Student I.D. Number _____ Campus Wide ID _____

Student Name _____ Department/Course Number _____

Address _____ Schedule Number _____

_____ Term & Year _____

Units _____

.....
(fold line for use in window envelope)

Student work to date is of the following quality (please enter + or - if appropriate):

A⁺ _____ B⁺ _____ C⁺ _____ D⁺ _____ F _____ CR _____ NC _____ No basis for evaluation _____

Work is Incomplete because:

Missing exam _____ Missing paper _____ Missing lab work _____

Other: (Explain specific requirements. Requirements shall not include retaking the course.)

Date work must be completed: _____ (An Incomplete must be made up within one year following the end of the term during which it was assigned.)

I grades not removed within the time limit will automatically be changed to an IC (which is equivalent to an F for grade point purposes) or a NC grade.

Instructor's Signature _____ Date _____

I have reviewed the statements above.

Student's Signature _____ Date _____

Student should retain a copy for his or her records.