

INCOMPLETE GRADE PETITION –SPRING 2018

An incomplete grade may only be given to a student who has maintained satisfactory attendance and work of passing quality in a course when serious illness or extraordinary circumstances prevent completion of required work within the term. These circumstances should be included in the "Reason for Request" in part 1 below. The Incomplete Grade Petition grants qualifying students **a specific time extension to complete remaining work required for the course.**

- The student and the instructor BOTH need to sign this form before the form is submitted to the Registrar's Office by May 4, 2018 at 5PM.
- Work required to complete the course must be received by the faculty by Jun. 1, 2018 (or date indicated by faculty)
- If the student's grade is to be updated, the instructor must either change the grade in WebAdvisor, submit a Change of Grade Form, or directly email the Registrar with student ID, name, course number and name, and term/yr to the Registrar's Office no later than June 8, 2018 at 5PM. The form can be found on the "Faculty Forms" in [Moodle](#).

STUDENT: Student and Course Information. Please Print

Last Name		First Name		Student ID Number	
Department Code	Class Number	Class Section Number	Course Title		
Instructor's Full Name (Print)			Term		

Reason for Request (attach additional sheets if necessary)

1. INSTRUCTOR: Work Required to Complete the Course (Attach an additional sheet if necessary):

2. INSTRUCTOR: Work Due Date and Default Grade

- A. Date Final Student Work is to be Submitted to the Instructor: June 1, 2018** OR If instructor desires an earlier/later due date, indicate here: _____.
- B. Default Grade: If the final work is not submitted to the instructor by the date indicated above, the "I" grade should be updated to _____ (optional default grade). This grade indicates the grade the student would receive for the course based only on work submitted by the end of the semester and the instructor's grading policy. If the default grade section is left blank and the final work is not submitted to the instructor by the date indicated above, the student's "I" grade will be converted to an "I/F" (Incomplete/Fail).**

3. STUDENT AND INSTRUCTOR: Agreement

Only when this form has been completed and filed with the Registrar's Office will the "I" grade be verified and posted to the transcript. If a change of grade is not submitted to the Registrar's Office by June 8, 2018, the "I" grade converts to the default grade indicated above by the instructor or an "I/F" if no default grade is provided.

I understand and agree with all of the statements above and on page 2 of this document.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Registrar's Office Use Only

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.

Spring 2018 Timeline

January 16, 2018	Spring 2018 Semester classes begin
May 4, 2018	Spring 2018 Semester classes end
May 4, 2018	Incomplete Grade Petition Form is due to the Registrar's Office
May 11, 2018	Grades for Spring 2018 due for students who do not have incompletes
June 1, 2018	Work from student is due to instructor (unless an earlier date is specified)
June 8, 2018	Change of Grade due from the instructor to the Registrar's Office