

Reference Number: F95-195

Senate Approval Date: Friday, September 01, 1995

INCOMPLETE GRADE

Academic Senate Policy #F95-195

(Formerly #2G)

At its meeting of December 5, 1995, the Academic Senate approved the following policy on the **Incomplete Grade**:

The '**I**' symbol shall be used only when the faculty member concludes that a clearly identifiable portion of course requirements, normally 25% or less, cannot be met within the academic term for unforeseen compelling reasons beyond the student's control. An **Incomplete** shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An **Incomplete** is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the 'SP' (Satisfactory Progress) symbol is required. The conditions for removal of the **Incomplete** shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the **Incomplete** is removed or the time limit for removal has passed.

The instructor will specify the completion deadline for remaining course requirements.

The amount of time allowed will normally be two academic semesters or less.

An **Incomplete** shall be removed within one year following the end of the term during which it was assigned; provided, however, that extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. The instructor will specify a grade that the student may receive if no further work is submitted before the deadline. In order to change an '**I**' grade to any other grade, a *Change of Grade Petition* must be completed. If the **Incomplete** is not removed within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points.

****APPROVED BY PRESIDENT CORRIGAN ON FEBRUARY 15, 1996****
