

*Superseded by B85-16*

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 80-02

FILE: Incomplete Grade

SUBJECT: REVISION ON ASSIGNMENT OF GRADE OF "INCOMPLETE"

This Policy Statement Supersedes PS 77-27.

The following policy statement, recommended by the Academic Senate at its meeting of December 6, 1979, and approved by the President on January 17, 1980, is as follows:

REVISION ON ASSIGNMENT OF GRADE OF "INCOMPLETE"

The "I" symbol signifies that a portion of required course work (normally not more than one-third) has not been completed and evaluated in the prescribed time period due 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. Agreement as to the conditions for removal of the incomplete shall be reduced to writing by the instructor on a "Requirements for Assigning an Incomplete Grade" form. This form shall include a statement of:

- 1) All work completed in the course, the grades assigned for that work, and the percentages of the final grade accounted for by each item.
- 2) The work not completed and the percentage that each uncompleted item will count toward the final grade.
- 3) The final grade the instructor will assign to the student and have posted by the Office of Admissions and Records if the course requirements are not completed within the prescribed time limit.

Normally the student should sign and receive a copy of the "Incomplete Form." A copy of the agreement is to be given to the student, a copy is to be filed with the department chairperson, and a copy is to be filed with the Admissions and Records Office at the time final grades are submitted. At the request of the student, a faculty member may assign an Incomplete (I) grade even when the student cannot be present to sign the "Incomplete Form," if the student meets all the University requirements for assigning an Incomplete. If this is done, the instructor will forward the student copy of the form via the Department Office. When the work agreed upon has been completed and evaluated, a final grade is assigned by an instructor.

Effective: Immediately

DEG:jz