

Instructions: This form is used to request an incomplete grade. If the incomplete grade request is approved, the form is also used to document the completion deadline for any remaining requirements.

1. Student must complete Part 1 and Part 2 and submit to instructor.
2. Instructor must complete Part 3. If approved, instructor and student should complete Part 4 after agreeing on the deadline for completion and the remaining course requirements.
3. Student and instructor must both sign and date the contract (Part 5) and each keep a copy.
4. Instructor must submit a copy of the completed contract to the department.

Part 1: Student Information

Student ID	Last Name	First Name
Phone Number	E-mail Address	

Part 2: Incomplete grade request

Term/Year (Fall 24)	Class Number (41234)	Subject & Number (SOC 100)	Section (01)	Units (3)	Instructor Name

Reason for requesting an incomplete grade:

Part 3: Instructor Review

☐

APPROVED

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DENIED

Part 4: Deadline for completion

Remaining course requirements

Part 5: Signatures

The conditions of this incomplete contract must be satisfied and the final grade submitted no later than one year from the end of the term during which the I grade was assigned, or a grade of IC (incomplete charged) will be assigned. An IC grade is equivalent to an F grade for gpa purposes.

STUDENT'S SIGNATURE

DATE

INSTRUCTOR'S SIGNATURE

DATE

The instructor is responsible for submitting a copy of this form to their department at the time grades are reported.

OFFICE OF THE REGISTRAR • STUDENT SERVICES BUILDING 47 • 100 CAMPUS CENTER • SEASIDE, CA 93955

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INCOMPLETE POLICY

The use of an "Incomplete" may not be initiated by faculty, but rather must be requested by the student and approved by the faculty. The "Incomplete" (I) is a temporary assessment that may be assigned only when certain criteria apply. Those criteria shall be as follows:

1. The student has satisfactorily completed 75% of the course requirements as determined by the instructor;
2. The student has experienced unforeseen and extenuating circumstances that can be documented, which prevent fulfillment of the remaining course requirements no later than the end of the term; and,
3. The student shall be making satisfactory progress toward achieving course outcomes at the time the request for the incomplete is made.

Students shall be responsible for providing the instructor with documentation to support the request for an "I" normally no later than the published "Last Day of Instruction" for that term.

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 the course requirement beyond the close of the term, e.g., thesis or project type courses. In such cases, use of the Report in Progress (RP) symbol is required.

The student and instructor shall agree on how and when the remaining course requirements shall be completed and enter into a **written contract** describing those requirements. Completion of the course requirements and evaluation shall take place no later than **one year** from the date of the approved "I." An extension of the one-year time limit may be granted by the faculty member for contingencies such as intervening military service or other serious and compelling reasons. Faculty members approving an extension shall revise the contract and notify the Registrar. A grade shall be reported to the Registrar when the work agreed upon has been completed and evaluated in a timely manner.

Official record of the written contract shall be maintained by the Department. If the instructor of record is no longer available, the Department Chair and/or Program Coordinator of a Graduate Program shall ensure that the instructor's obligations are fulfilled.

Incomplete Charged

If the conditions of the written contract have not been satisfied and/or the grade change form has not been submitted by the deadline, the "Incomplete Charged" (IC) symbol shall be applied by the Registrar in place of the "I" and be recorded on the students' transcript.

The symbol "IC" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, the symbol "IC" shall not be used and "NC" shall be used instead.

(CSUMB Enrollment & Registration Policy 3.40 & 3.50)