# Incomplete Grade Contract

**Instructions:**

1. Student and faculty complete Part 1 (student information), and Part 2 (instructor review) together.
2. Student and faculty must both sign and date the contract (Part 3).
3. Completed contract is submitted to the Department Chair.

**Part 1: Student Information**

STUDENT ID: _____ STUDENT NAME: _____

TERM/YEAR: _____ INSTRUCTOR'S NAME: _____

COURSE/SECTION: _____ CLASS NUMBER: _____ UNITS: _____

STUDENT'S REASON FOR REQUESTING AN INCOMPLETE: _____

_____

**Part 2: Instructor Review**

☐  INSTRUCTOR APPROVED

REQUIREMENT AND TIMEFRAME FOR COMPLETION OF OUTCOME:

_____

_____

☐  INSTRUCTOR DENIED

REASON FOR DENIAL: _____

_____

AN "I" MUST BE MADE UP WITHIN ONE CALENDAR YEAR IMMEDIATELY FOLLOWING THE END OF THE TERM DURING WHICH IT WAS ASSIGNED OR AN IC WILL BE ASSIGNED.

**Part 3: Contract signatures**

_____     _____
**STUDENT'S SIGNATURE          DATE          INSTRUCTOR'S SIGNATURE          DATE**

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

## 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)**