



Petition for Incomplete Grade

Office of the Registrar

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Requests for incomplete grades must be initiated by the student and submitted to the instructor prior to the end of the term the student is enrolled in the course. The student must demonstrate extenuating circumstances beyond student's control that would prevent completion of coursework on schedule. Documentation may be required.

The maximum due date is one year from the FIRST DAY of the semester for which the incomplete is issued (for example, if issued in Spring 2018, the maximum allowed is the FIRST DAY of Spring 2019). However, the instructor may require completion at an earlier date. If updated grade is not submitted by the approved due date, the incomplete will be converted to a fail.

Graduating Students: The maximum due date for students requesting an incomplete in their final term is the last day of the month that term ends. If no change is submitted before or on the specified due date, the incomplete will be converted to a fail. The university's incomplete grade policy is on page two of this form.

A. Student *Submit completed form to Instructor.*

Last Name: _____ First Name: _____ SID: _____

Term: _____ Instructor: _____

Are you graduating this term? No Yes *If yes, maximum due date is the last day of the last month of the term the incomplete is issued.*

Course Code: _____ Course Name: _____

Reason for Request:

Student Signature: _____ Date: _____

B. Instructor

Approve Request

Deny Request

This form must be submitted for EVERY incomplete grade issued. Forward completed form to Department Chair for final approval.

Due Date: _____ Best practice: set due date prior to or near start of subsequent term. This date may not exceed the maximum due date explained in the instructions. If student is in final term, maximum due date allowed is the last day of the last month of the term the incomplete is issued.

List work that will be accepted and how it is to be completed and submitted:

Instructor Signature: _____ Date: _____

Administrative Approvals

Forward completed form to Registrar

Department Chair Signature: _____ Date: _____

Chief Academic Officer Signature: _____ Date: _____

Comments: _____

For Office Use Only

Registrar's Office: _____ Grade Posted: _____ Date New Grade Processed: _____

INCOMPLETE GRADE POLICY

All incomplete grade requests must be initiated by the student. An instructor has the discretion to approve an incomplete grade when issues beyond the control of the student prevent the completion of course requirements within the term.

Incomplete grades may be issued only in the following circumstances:

- The student is currently passing the course;
- The student has attended at least 60% of the term (fall & spring semesters: through week 10; summer semester: through week 6);
- Legitimate cause prevents completion of required work by the due date;
 - Legitimate cause may include, but is not limited to, such things as illness, unavoidable absence, or significant life change.
- Required work may reasonably be completed in an agreed-upon time frame;
- The student initiates the request for an incomplete grade before the end of the academic term.

An incomplete grade is not an appropriate solution without cause and should not be granted if request is based solely on a student's failure to complete work satisfactorily during the term or is requested as a means of raising a grade through the submission of additional work after the term ends. Work should not be accepted after the term ends except when an incomplete grade has been requested and approved.

The grade of incomplete should never be assigned to a student unless an approved Petition for Incomplete Grade form has been submitted and approved. If an incomplete is not approved or if legitimate cause has not been established, an instructor should deny the request and assign the grade earned. A failing grade generally should be recorded for students who stop attending class without authorization. Students who are unable to complete a course but do not meet the above criteria should consider dropping the course. Students may drop with a W through Friday of week 10 during the fall and spring semesters, and Friday of week 6 during the summer semester. Students may drop with an FW after this date.

An incomplete grade is not considered passing for purposes of determining academic standing or federal financial aid and scholarship eligibility.

PROCESS

1. Student initiates request through submission of a signed Petition for Incomplete Grade form to the instructor prior to the last day of the term.
2. Instructor verifies cause (documentation required), and if approved, indicates on the form:
 - a. the specific work required;
 - b. a reasonable deadline for submission, not to exceed one year following the **first day** of the term in which the incomplete is granted. *For example*, the last date that work may be submitted for an incomplete granted in Spring 2019 is the **FIRST DAY** of the Spring 2020 semester.
 - i. In practice, it is recommended that the deadline should be set as the first day of the subsequent term unless additional time is needed and appropriate.
 - ii. **GRADUATING STUDENT EXCEPTION:** The maximum due date for students requesting an incomplete in their final term is the last day of the month that term ends. If no change is submitted before or on the specified due date, the incomplete will be converted to a fail. See the Academic Catalog for policy.
3. Instructor meets department chair to review the approved or denied Petition for Incomplete Grade form.
4. Instructor submits form, whether approved or denied, to the Registrar's Office.
5. Instructor posts "I" (letter grade) or "IC" (Pass/No Pass) on the grade roster.
6. Instructor submits revised grade to Registrar on a Grade Submission/Grade Change form on or before approved deadline.
7. If no grade is received from the instructor on or before the approved deadline, the Registrar will update grade to F/NP. The transcript will indicate that the grade was changed from incomplete.