WHEREAS, The Cal Poly catalog indicates that an Incomplete “I” grade signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time period due to fully justified reasons and there is still a possibility of earning credit; and

WHEREAS, CSU Executive Order 1037 requires that the conditions for removal of the Incomplete 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;” and

WHEREAS, AS-569-01/IC Resolution on Incomplete “I” Agreements established a policy to encourage the use of the “I” Grade Agreement form as a means of documenting the conditions for converting an “I” grade to a letter grade; and

WHEREAS, The current policy set forth in AS-569-01/IC does not explicitly require the conditions for removal of the Incomplete grade be put in writing and be given to the student; and

WHEREAS, The online grade roster on PeopleSoft will be enhanced with an additional feature to prompt and require the instructor to enter the conditions for removal of the Incomplete grade, which can be viewed and agreed upon by the student; therefore

RESOLVED: That AS-569-01/IC be repealed; and be it further

RESOLVED: That instructors shall be required to use the feature on the online grade or class roster to provide the conditions for removal of the Incomplete grade in writing for the student receiving the Incomplete grade to review and acknowledge; and

RESOLVED: That these changes be implemented beginning Fall 2009.
Background Materials

- **CSU Executive Order 1037**

E.O. 1037 defines the Incomplete "I" grade and requires the following:

*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 full text of E.O. 1037 can be found at [http://www.calstate.edu/EO/E0-1037.html](http://www.calstate.edu/EO/E0-1037.html).

- **AS-569-01/1C Resolution on Incomplete "I" Agreements**

AS-569-01/1C includes an agreement form to allow instructors to describe what the students must do to convert the "I" grade into a letter grade. However, the resolution only "strongly encourages" instructors to use the form. The full text of AS-569-01/1C and the agreement form can be found at [http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-1C.pdf](http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-1C.pdf).

- **Online grade roster on PeopleSoft**

Following the issuance of E.O. 1037, the Chancellor's Office provided to all CSU campuses a new feature on the online grade and class rosters on PeopleSoft that requires instructors to create an online Incomplete grade contract which can be reviewed and either accepted or declined by the student receiving the Incomplete grade. Attached are sample screenshots from the PeopleSoft system that will be used for grade submission in December 2009.
Process Flow

1. Instructor agrees to grant an Incomplete Grade
2. Instructor or Administrator creates Incomplete Contract through Class or Grade Roster
3. Instructor or Administrator updates contract if necessary prior to student agreement
4. Student accepts terms and conditions through Self Service View My Grades
# Class Roster

## Faculty Center

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>View FERPA Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10134 - ENGL 100 - Composition</td>
<td></td>
</tr>
</tbody>
</table>

### Class Roster Information

- **Course**: ENGL 100
- **Title**: Composition
- **Class Number**: 10134
- **Class Section**: 01
- **Component**: Seminar

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues Wed Thurs</td>
<td>9:00AM - 11:30AM</td>
<td>LA1 Room 204</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Sums, Bob</th>
</tr>
</thead>
</table>

### Enrollment Status

- **Enrolled**: 2
- **Total Students**: 2
- **Enrollment Capacity**: 25

### Enrolled Students

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program - Plan - Subplan</th>
<th>Academic Level</th>
<th>Incomplete Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Luns, Mass</td>
<td>CRD/CW</td>
<td>3.00</td>
<td>Undergraduate Degree - Music BA</td>
<td>Sophomore</td>
<td>Update</td>
</tr>
<tr>
<td>2</td>
<td>woods, Pem</td>
<td>CRD/CW</td>
<td>3.00</td>
<td>Undergraduate Degree - Anthropology BA</td>
<td>Sophomore</td>
<td>Add</td>
</tr>
</tbody>
</table>
The California State University
COMMON MANAGEMENT SYSTEMS
Student Records

Create Contract

Incomplete Contract

EmpNo: LP0000006  Name: Luna
Career: UG  Undergraduate
Institution: CSUSM  CSU San Marcos University
Term: Spring 2009
Class No.: 101  ENGL 100, Section 01 (3 Units)
Instructor: Bob Burns

Incomplete Contract Data
Reason Code: Medical
Grade Without Further Work: F
Deadline For Completion: 06/21/2010

Work Required for Removal of F Grade

Exempts: According to CSU policy, the "F" symbol indicates that a portion of the required course work 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 determine from the Instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be filed by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "F" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form or (3) the degree confirmed date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "F" will be converted to an "F." A student may not graduate with an "F" on the transcript, and no posted grades can be changed after a student's graduation date.
### Grade Roster

<table>
<thead>
<tr>
<th>Student Grade</th>
<th>Requirement Designation</th>
<th>Transcript Note</th>
<th>Incomplete Contract</th>
<th>Career</th>
<th>Grading Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Add</td>
<td>Undergraduate</td>
<td>GRD CR/NC</td>
</tr>
<tr>
<td>LP0000006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Information**
- **Course**: ENGL 100 - 01 (Composition)
- **Seminar**: Seminar (1014)
- **Meeting Information**:
  - Days & Times: TuWeTh 9:00AM - 11:30AM
  - Room: LAI Room 204
- **Instructor**: Bob Burns
- **Meeting Dates**: 6/15/2009 - 8/21/2009

**Grade Roster Details**
- **Grade Roster Type**: Final Grade
- **Approval Status**: Not Reviewed
- **Display Unassigned Roster Grade Only**: Selected
- **Add this grade to all students**: Selected
Student Self Service

Mesa's Student Center

- Academics
  - Enrollment
    - My Class Schedule
    - Add a Class
    - Drop a Class
  - Academic History
    - Grades
    - Course Progress
- Search for Classes
- Holds
  - No Holds
- To Do List
  - No To Do's
- Enrollment Dates
  - Open Enrollment Dates

This Week's Schedule

- Class
  - BIOL 304-01
  - LEC (1446)
- Schedule
  - Tu 3:00PM - 5:45PM
  - PH1 Room 222
  - Weekly Schedule
### Class Grades - Summer 2009

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Incomplete Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Elem Financial Accounting</td>
<td>3.00 (CR/NC Available)</td>
<td>Graded</td>
<td>B</td>
<td>9.000</td>
<td>Accept</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Composition</td>
<td>3.00 (CR/NC Available)</td>
<td>Graded</td>
<td>I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assignment of Incomplete Grade Contract

Name: Mesa Luna
Term: Summer 2009
Class: ENOL 100, Section 01 (3 Units)
Instructor(s): Bob Bums

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work 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 determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be noted up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferment date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

Incomplete Contract Data
Reason Code: Medical
Grade Without Further Work: F
Deadline For Completion: 08/21/2010

Work Required for Removal of "I" Grade
Description: Final Paper

I acknowledge that I have read and agree to the above Terms and Conditions.

Check box:
State of California
Memorandum

To: Rachel Fernflores
   Chair, Academic Senate

From: Warren J. Baker
   President

Subject: Response to Academic Senate Resolution AS-699-09
         Resolution on Incomplete "I" Agreements

Date: January 13, 2010
Copies: R. Koob, E. Smith

I formally acknowledge receipt and approval of the above-referenced Academic Senate Resolution.

Please express my appreciation to the Academic Senate Instruction Committee members for their work on this topic.