

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-699-09**

**RESOLUTION ON INCOMPLETE "I" AGREEMENTS**

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

5  
6 WHEREAS, CSU Executive Order 1037 requires that the conditions for removal  
7 of the Incomplete be "reduced to writing by the instructor and given to the student  
8 with a copy placed on file with the appropriate campus officer until the Incomplete  
9 is removed or the time limit for removal has passed;" and

10  
11 WHEREAS, AS-569-01/IC *Resolution on Incomplete "I" Agreements* established a policy to  
12 encourage the use of the "I" Grade Agreement form as a means of documenting  
13 the conditions for converting an "I" grade to a letter grade; and

14  
15 WHEREAS, The current policy set forth in AS-569-01/IC does not explicitly require the  
16 conditions for removal of the Incomplete grade be put in writing and be given to  
17 the student; and

18  
19 WHEREAS, The online grade roster on PeopleSoft will be enhanced with an additional feature  
20 to prompt and require the instructor to enter the conditions for removal of the  
21 Incomplete grade, which can be viewed and agreed upon by the student; therefore  
22 be it

23  
24 RESOLVED: That AS-569-01/IC be repealed; and be it further

25  
26 RESOLVED: That instructors shall be required to use the feature on the online grade or class  
27 roster to provide the conditions for removal of the Incomplete grade in writing for  
28 the student receiving the Incomplete grade to review and ~~accept~~ acknowledge; and  
29 be it further

30  
31 RESOLVED: That these changes be implemented beginning Fall 2009.

Proposed by: Academic Senate Instruction Committee  
Date: November 2 2009  
Revised: November 17 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/EO-1037.html>.

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

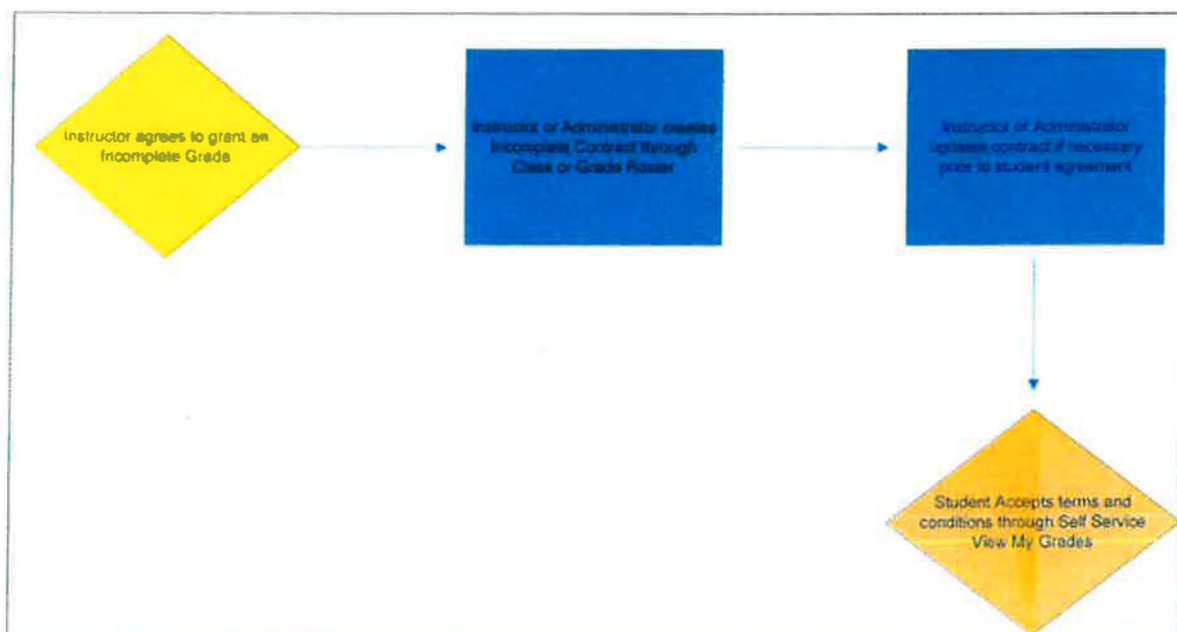
AS-569-01/1C includes an agreement form to allow instructors to describe what the students must do to convert the "I" grade into a letter grade. However, the resolution only "strongly encourages" instructors to use the form. The full text of AS-569-01/1C and the agreement form can be found at <http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-IC.pd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

- **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



## Class Roster

### Faculty Center

### Class Roster

[View FERPA Statement](#)

### 10134 - ENGL 100 - Composition

#### Class Roster Information

<b>Course</b>	ENGL 100	<b>Institution</b>	CSU Semester University
<b>Title</b>	Composition	<b>Term</b>	Summer 2009
<b>Class Number</b>	10134	<b>Session</b>	Six Week - First
<b>Class Section</b>	01	<b>Career</b>	Undergraduate
<b>Component</b>	Seminar		

<b>Day</b>	Tues Wed Thurs	<b>Instructor</b>	Burns, Bob
<b>Time</b>	9:00AM 11:30AM		
<b>Room</b>	LA1 Room 204		

[Permission Numbers](#)

\*Enrollment Status  [change](#)

Total Students 2 Enrollment Capacity 25

Enrolled Students						
Customize   Find   View All   First 1:2 of 2 Last						
ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Incomplete Contract
1 LP0000006	Luna, Mesa	GRD CR/NC	3.00	Undergraduate Degree - Music BA	Sophomore	<a href="#">Update</a>
2 LP0000007	Winkle, Peri	GRD CR/NC	3.00	Undergraduate Degree - Anthropology BA	Sophomore	<a href="#">Add</a>

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The California State University  
COMMON MANAGEMENT SYSTEMS

Student Records

## Incomplete Contract

### Create Contract

#### Incomplete Contract

EmpID: LP0000006 Mesa Luna  
Career: UGRD Undergraduate  
Institution: CSUSU CSU Semester University  
Term: 2003 Summer 2009  
Class Nbr: 10134 ENGL 100, Section 01 (3 Units)  
Instructor(s): Bob Burns

#### Incomplete Contract Data

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

#### Work Required for Removal of T Grade

Description	Completed	Date Completed
Final Paper	<input type="checkbox"/>	08/21/2010

Created By: LPHYSICK 08/28/2009

Last Updated:

Date Accepted By Student:

Example: According to CSU policy, the "T" 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 made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "T" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral 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 "T" will be converted to an "F." A student may not graduate with an "T" on the transcript, and no posted grade can be changed after a student's graduation date.





## Grade Roster

Faculty Center

Grade Roster [View FERPA Statement](#)

ENGL 100 - 01 Composition

Seminar (10134)

Course: ENGL 100 - 01 Seminar (10134) - Fall 10/15/2009 - Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
TuWeTh 9:00AM - 11:30AM	LA1 Room 204	Bob Burns	6/15/2009 - 8/21/2009

\*Grade Roster Type: Final Grade   
\*Approval Status: Not Reviewed

☐ Display Unassigned Roster Grade Only

<- add this grade to all students

1 of 1

ID	Name	Roster Grade	Official Grade	Incomplete Contract	Career	Grading Basis
1 LP0000006	Luna, Mess	I <input type="button" value="v"/>		Add	Undergraduate	GRD CR/NC

PRINTER FRIENDLY VERSION

## Student Self Service

**Mesa's Student Center**

**Academics**

Enrollment  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

other academic...  

 [Classified](#)  [Help](#)  [Syllabus](#)

**This Week's Schedule**

Class	Schedule
 BIOL 304-01 LEC (1446)	Tu 3:00PM - 5:45PM PH1 Room 223 <a href="#">weekly schedule</a>

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)





The California State University  
COMMON MANAGEMENT SYSTEMS

Student Records

## Incomplete Contract

# Student Self Service

Mesa Luna

go to ...

### View My Grades

Summer 2009 | Undergraduate | CSU Semester University [change term](#)

#### Class Grades - Summer 2009

##### Official Grades

Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
<a href="#">ACCT 201</a>	Elem Financial Accounting	3.00	Graded (CR/NC Available)	B	9.000	
<a href="#">ENGL 100</a>	Composition	3.00	Graded (CR/NC Available)	I		<a href="#">Accept</a>





The California State University  
COMMON MANAGEMENT SYSTEMS

Student Records

## Incomplete Contract

# Student Self Service

### Assignment of Incomplete Grade Contract

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

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 made 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 conferral 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	Completed	Date Completed
Final Paper		

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

State of California  
**Memorandum**

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: Rachel Fernflores  
Chair, Academic Senate

Date: January 13, 2010

From: Warren J. Baker  
President



Copies: R. Koob, E. Smith

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

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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.