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RESOLVED: That AS-569-01/IC be repealed; and be it further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

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](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](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

Instructor agrees to grant an Incomplete Grade

Instructor or Administrator creates Incomplete Contract through Class or Grade Roster

Instructor or Administrator approves contract if necessary prior to student agreement

Student accepts terms and conditions through Self Service View My Grades
Class Roster

Faculty Center

Class Roster
10134 - ENGL 100 - Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>ENGL 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Composition</td>
</tr>
<tr>
<td>Class Number</td>
<td>10134</td>
</tr>
<tr>
<td>Class Section</td>
<td>01</td>
</tr>
<tr>
<td>Component</td>
<td>Seminar</td>
</tr>
</tbody>
</table>

Institution: CSU Semester University
Term: Summer 2009
Session: Six Week - First
Career: Undergraduate

Day: Tues Wed Thurs
Time: 9:00AM - 11:30AM
Room: LA1 Room 204

Instructor: Bums, Bob

Enrollment: 29

<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>Luna, Leo</td>
<td>GRD CR/NC</td>
<td>3.00</td>
<td>Undergraduate Degree - Music BA</td>
<td>Sophomore</td>
<td>Update</td>
</tr>
<tr>
<td>2</td>
<td>Luna, Jane</td>
<td>GRD CR/NC</td>
<td>3.00</td>
<td>Undergraduate Degree - Anthropology BA</td>
<td>Sophomore</td>
<td>Add</td>
</tr>
</tbody>
</table>

Enrolled Students: 2

Total Students: 2

Permission Numbers
The California State University
COMMON MANAGEMENT SYSTEMS

Create Contract

Incomplete Contract

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

Work Required for Removal of F Grade
- Extension
- Final Paper

Created By: LPHICK 09/28/2009

Examples: 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 made up by the earliest of the following three dates: (1) one semester 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 confirm 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 Transcript 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 grade can be changed after a student's graduation date.
Grade Roster

Faculty Center

Grade Roster

ENGL 100 - 01  Composition

Seminar (1014)

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

< add this grade to all students

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade</th>
<th>Official Grade</th>
<th>Incomplete Contract</th>
<th>Career</th>
<th>Grading Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Luna, Messi</td>
<td>1</td>
<td></td>
<td>Add</td>
<td>Undergraduate</td>
<td>GRD CR/NC</td>
</tr>
</tbody>
</table>

[Add button highlighted]
Student Self Service

Mesa's Student Center

Academics

Enrollment
My Class Schedule
With Hip
Add a Class
Drop a Class

Academic History

Grades
Degree Progress

Search for Classes

- This Week's Schedule
  - Class: BIOL 304-01
  - Schedule: Tu 3:00PM - 5:45PM
  - Room: PH1, Room 220

- Hold
  - No Holds

- To Do List
  - No To Do's

- Enrollment Dates
  - Open Enrollment Dates
### Student Self Service

**View My Grades**

**Summer 2009 | Undergraduate | CSU Semester University**

<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</td>
<td>Graded</td>
<td>B</td>
<td>9.000</td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Composition</td>
<td>3.00</td>
<td>Graded (CR/NC Available)</td>
<td>I</td>
<td>Accent</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 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 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 on 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

Acknowledgment: I acknowledge that I have read and agree to the above Terms and Conditions.
State of California
Memorandum

To: Rachel Fernfiores  
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.