

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24 RESOLVED: That AS-569-01/IC be repealed; and be it further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

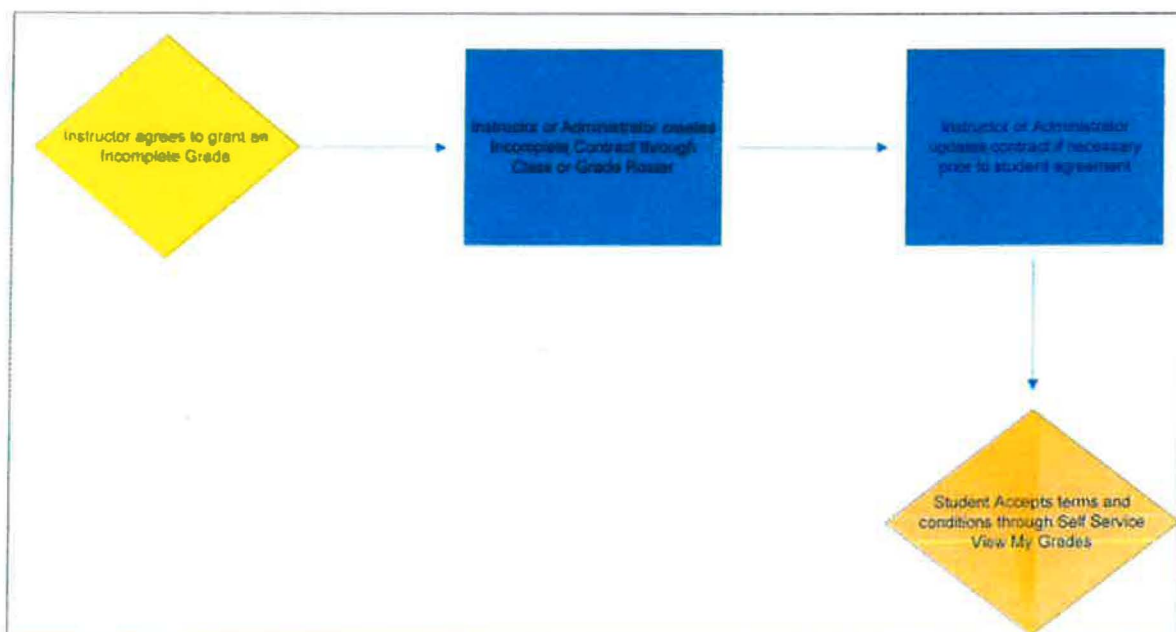
- **AS-569-01/1C Resolution on Incomplete "I" Agreements**

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

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

| | | | |
|------|----------------|------------|------------|
| Day | Tues Wed Thurs | Instructor | Burns, Bob |
| Time | 9:00AM 11:30AM | | |
| Room | 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 | Update |
| 2 LP0000007 | Winkle, Peri | GRD CR/NC | 3.00 | Undergraduate Degree - Anthropology BA | Sophomore | Add |

[PRINTER FRIENDLY VERSION](#)

Create Contract

Incomplete Contract

EmpID: LP0000006 Mesa Luna
Career: UGRD Undergraduate
Institution: CSUSU CSU Sacramento University
Term: 2009 Summer 2009
Class No: 10134 ENOL 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"/> | |

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 (10114)

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

Meeting Information

*Grade Roster Type: Final Grade ☐ Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

| Student Grade | Requirement Designation | Transcript Note |
|---------------|-------------------------|-----------------|
| 1 LP0000005 | Luna, Mesa | I |

1 of 1

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...  

 [Read Dates](#)  [eMail](#)  [Read Book](#)

This Week's Schedule

| Class | Schedule |
|---|---|
|  BIOL 304-01 LEC (1446) | Tu 3:00PM - 5:45PM PH1 Room 223 weekly schedule  |

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 |
|-----------------|---------------------------|-------|--------------------------|-------|--------------|---------------------|
| <u>ACCT 201</u> | Elem Financial Accounting | 3.00 | Graded (CR/NC Available) | B | 9.000 | |
| <u>ENGL 100</u> | Composition | 3.00 | Graded (CR/NC Available) | I | | <u>Accept</u> |





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

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.