CALIFORNIA STATE UNIVERSITY STANISLAUS
DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP
CRITERIA AND GUIDELINES FOR ASSIGNING AN INCOMPLETE GRADE

The following criteria must be met for consideration for assigning an incomplete grade:

1. Quality of work in the course up to the time of consideration must be "C" level or above.
2. There must be an "essential" work that remains for the course. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
3. Requests for an "I" must be initiated by the student and be accepted by the instructor. The student does not have the right to demand an "I". The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation. In no case is an "Incomplete" grade given to enable a student to do additional work to raise a deficient or unsatisfactory grade.
4. A written agreement signed by both the student and the instructor should include a statement of the remaining work to be done to remove the "I" grade (see below), and the date, **not to exceed one year from the end of the term of enrollment for the course**, by which all work must be completed in order to earn credit toward the course/degree. The instructor may specify the highest grade which may be awarded upon completion; the grade awarded should not exceed the level of achievement attainable during the regular course

Instructions to Instructor: Complete the page below, including obtaining the student's signature, and retain a copy for personal records, file a copy in student's file, and provide a copy to the student.

Course No:_____ Course Title:_____Term Offered:_____

Assignment(s)	**Deadline Date to Complete Work**	**Highest Possible Grade for the Course**

Student: By signing below, I acknowledge that due to unforeseen and uncontrollable circumstances, I agree to complete the above assignment(s) by the deadline. I understand that if I do not submit the assignment(s) and/or fulfill the agreements set forth above by the deadline, the incomplete grade becomes part of the permanent transcript record, unless a retroactive withdrawal is approved by petition to the instructor, the program director, and department chair/college dean.

_____ _____ _____
Student's Signature ID Number Date

Instructor: By signing below, I approve the student's request for an incomplete grade,

_____ _____ _____
Instructor's Signature Title Date