



Academic Senate

04/AS/19/UEPC: Incomplete Grade Reporting Policy

RESOLVED: That the Academic Senate of California State University, Stanislaus approve the attached Incomplete Reporting Policy

RATIONALE: Executive Order 1037 - Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals (2009) provides guidance on the temporary assignment of a grade of Incomplete (see below for the full text). A core component of this policy is the requirement for faculty to place in writing the “conditions for removal of the Incomplete,” and place this on file with an “appropriate campus officer unit the Incomplete is removed or the time limit for removal has passed.”

Further, the Executive Order allows for an alternative grade to be indicated by the instructor in the event that the Incomplete is not made up within the assigned time-frame. Currently we have no systematic means for ensuring that written documentation exists on incompletes assigned, nor a standardized means for assigning alternative grades should a faculty member not remember to submit a grade change card even if a student has not completed additional coursework. If a grade change card is not submitted, the current default is an IC, which counts as an F in GPA calculations, even though many students who are assigned Incomplete grades have earned grades higher than an F at the time the Incomplete was assigned.

The new policy provides clarity regarding where and how documentation of an Incomplete grade must occur, and affords an opportunity to assign an accurate final grade should the student complete no additional coursework by the established deadline. By submitting the information via PeopleSoft, the instructor and student maintain online access to the conditions of the Incomplete, while the system also serves as campus repository of such documents. Should the faculty member not be available for grading when the student completes the coursework, the Department Chair can obtain access to the Incomplete Agreement via a request to Enrollment Services, and the assignment and rubric information on file can assist a faculty colleague in evaluating the student work and assigning a final grade.

This new policy should provide stronger compliance with the Executive Order, greater clarity of expectations for the removal of an Incomplete, and more accurate assignment of student grades.

Approved by the Academic Senate on 03/12/19

Approved by President Junn on 04/23/19