

Request for a Grade of Incomplete

Important Information for Student and Instructor

Request Criteria: In order to be considered for a grade of Incomplete, you, the **student**, must:

1. Initiate the request for an Incomplete by filling out the reverse side of this form and submitting it to the instructor of the class for which you are requesting the Incomplete. **The instructor cannot initiate the Incomplete request.**
2. Have a passing grade in the work completed so far.
3. Have completed a substantial portion of the work in the course for which you are requesting an “Incomplete” (e.g., only one or two assignments need completion).
4. Be able to complete the remaining work independently **within one year**, with minimal assistance from the instructor.

Directions to the Student

1. Complete the Student Information and Part I sections on the opposite side of this form.
2. Submit the completed form in person to the course instructor **on or before the day of the Final Exam for this course**. If you fail to submit the Request by the deadline, you will receive the grade that you have earned for the entire course, including work completed and penalties for work not completed. No retroactive “Incomplete” grades are permitted.
3. Verify your Incomplete grade in myNorthridge Portal after grades are posted.
4. If your request is granted, obtain a copy of this completed “Request for a Grade of Incomplete” form from the instructor or department office. Part II of the form, completed by the instructor, describes the assignments that you must complete in order to replace the Incomplete with a letter grade or CR/NC and specifies the date by which you must complete this work. Part II of this form serves as the **official contract** for completing the Incomplete. (You may also view and accept the informal contract online in myNorthridge Portal. Helpful: www.csun.edu/admissions-records/grade-incomplete)
5. If you do not complete the work described by the Instructor by the designated date, the “Incomplete” will automatically be converted to an Incomplete Charged (IC), which is equivalent to an F. The instructor CANNOT allow more than one calendar year from the last official day of the semester in which the Incomplete is assigned.
6. DO NOT enroll in the same course before the time limit for completing the Incomplete has elapsed. If you do so, the “Incomplete” will automatically be converted to an F.

Directions to the Instructor and Department

1. Check all appropriate boxes in Part II, the “Instructor Information” section.
2. Describe the assignments that need to be completed AND the date by which they are due. The maximum amount of time that you can allow for completion is one year from the last official day of the semester in which the Incomplete is assigned; however, you can specify a shorter time frame. If you do so, it is your responsibility to enforce the earlier deadline.
3. If you grant the request, assign a grade of “Incomplete” on the SOLAR grade roster. If you deny the request, give the student a grade based on the work completed and penalties for the work not completed.
4. Submit the completed form to your department office *no later than **ten business days** after the last day of the Final Examination Period*.
5. When the required work is completed, the instructor will submit a “Grade Change.” If the grade change is not submitted (either online or on paper to the academic department), the grade of Incomplete will automatically change to an Incomplete Charged (IC), which is equivalent to an F, after a period of one year from the original assignment of the Incomplete grade.
6. The department will obtain all additional requested signatures and submit the paper grade change form to Admissions and Records. The Department must retain the “Request for a Grade of Incomplete” form or a digital copy AND a copy of the paper “Grade Change” form or a digital copy for a minimum of **three years** from the last day of the semester in which it was originally filed.



Request for a Grade of Incomplete

STUDENT INFORMATION. TYPE or PRINT CLEARLY (form will not be accepted if illegible)

Last Name: _____ First Name: _____ CSUN Student ID: _____
 Term: _____ Year: _____ Major: _____ Date of Request: _____
 Area Code + Phone: _____ CSUN Email Address: _____
 Alternate Email: _____
 Mailing Address: Number and Street: _____
 City: _____ State: _____ Zip Code: _____

Course for which you are requesting an Incomplete (e.g., BIOL 340, Class Number 12345; Prof. Matty Matador):

Department and Course Number	5-Digit Class Number	Instructor's Name

PART I: Justification for Request of Grade of Incomplete, and Plan to Complete the Course.

- Clearly and briefly explain the reason(s) you are requesting a grade of Incomplete.

- List the course assignments you have not completed and state how you plan to complete the work. Note that your instructor will make the final determination of the assignments due and the date by which they must be completed if your request is granted.

Student Signature: _____ Date: _____

PART II. Instructor's Response to Request for Grade of Incomplete.

- The request for Incomplete is denied and the student has been assigned a grade based on work completed.
- The request for Incomplete is approved, and the student has been assigned a grade of Incomplete. The student meets the criteria of having a passing grade in the work completed and having completed a substantial portion of the work for the course.

- The following assignment(s) must be completed to remove this Incomplete: _____

- Date by which the above assignment(s) must be completed: _____
This date cannot be more than one calendar year from the last official day of the semester in which the Incomplete is assigned. A time limit of less than a year can be specified.

Instructor Signature: _____ Print Name: _____ Date: _____

Submit this form to the Department **no later than** ten business days after the last day of the Final Examination Period.