

RESOLUTION ON PROCEDURE FOR ASSIGNING THE GRADE OF INCOMPLETE  
(#10-91/92-EP)

- WHEREAS, Executive Order 268 specifies that the conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed; and
- WHEREAS, The Trustee Auditors have found that Humboldt State University is not in compliance with this specification of Executive Order 268; and
- WHEREAS, The Humboldt State University Office of Admissions, Records, and School Relations has suggested an "Authorized Incomplete 'I' Agreement" form which, when used properly, will bring Humboldt State University into compliance with the above specification of Executive Order 268; and
- WHEREAS, Executive Order 268 does not specify that the reason(s) for assigning the Incomplete need be reduced to writing; and
- WHEREAS, Executive Order 268 does not specify that the "grade to date" need be specified when assigning an Incomplete; and
- WHEREAS, Executive Order 268 does not specify that the student signature be required for assigning an Incomplete; and
- WHEREAS, Executive Order 268 does not require specification of an agreement between student and professor as to the assignment of an Incomplete; and
- WHEREAS, It is the right and responsibility of the faculty member assigning the Incomplete to remove the Incomplete; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the Office of Admissions, Records and School Relations take steps to insure that Humboldt State University complies with Executive Order 268; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the Office of Admissions, Records and School Relations alter the "Authorized Incomplete 'I' Agreement" (attached) form in such a way as to 1) Delete reference to "reason for I"; 2) Delete reference to "grade to date"; 3) Delete student signature/date line; 4) Delete reference to there being an agreement between student and professor as to the assignment of Incomplete; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the Office of Admissions, Records and School Relations alter the "Authorized Incomplete 'I' Agreement" form in such a way as to indicate that the department chair of the faculty member who assigned the Incomplete grade may take action for removing the Incomplete grade by signing the document only in the case of the unavailability of the faculty member who assigned the Incomplete grade; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the Office of Admissions, Records and School Relations alter the "Authorized Incomplete 'I' Agreement" form in such a way as to indicate that it is the student's responsibility to insure that the form is properly completed and transmitted to the appropriate campus administrator.



# AUTHORIZED INCOMPLETE "I" AGREEMENT

Department of \_\_\_\_\_ SS No: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ (zip) \_\_\_\_\_

In accordance with CSUC Executive Order No. 268, the undersigned student and professor agree to the following assignment of "I" (See back of form for criteria):

CRN/SUBJ/COURSE/SECTION: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Grade to date: \_\_\_\_\_

Reason for "I": \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditions for removal of the "I" (State precisely what work must be done and what percent of final grade this work represents. Instructor may wish to indicate grade to be assigned if the agreement is not completed satisfactorily):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date by which course is to be completed: \_\_\_\_\_

(If the incomplete is not removed within one (1) calendar year following the end of the term during which it was assigned, it shall be counted as an "F" in calculating grade point average.)

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Instructor's Signature Date

<b>ACTION:</b>
Final Grade: _____
Date Removed: _____
_____ Signature: Instructor/Department Chair