

**Sonoma State University**  
**Computer Science Department**

**Policy on Incomplete Grade**

It is the policy of the Computer Science Department that a grade of Incomplete (I) shall be assigned only when the instructor concludes that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen, but fully justified, reasons; and that there is still a possibility of earning credit.

An incomplete shall NOT be assigned when:

- the request is made before the thirteenth week of instruction
- it is necessary for the student to attend a major portion of the class when it is next offered (i.e., if a student needs to repeat a class, an incomplete should not be given)
- the student is not passing the course with a C- or better at the time of the request
- the student is unable to keep up with course work due to other commitments
- if an unreasonable amount of time has passed since the student participated in the course

The condition for removal of the Incomplete shall be entered on the "Request for Incomplete" form and a copy filed in the department office prior to listing an "I" on the Grade Roster. The student must retain the grades for any coursework that was due prior to the incomplete being assigned. The incomplete cannot be removed on the basis of work taken at another institution nor by re-enrolling in the course.

An incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an incomplete "I" being converted to a "NC" which will affect the grade point average.