

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Education
Department of Special Education, Rehabilitation,
School Psychology and Deaf Studies
6000 J Street – Eureka Hall, Rm. 316
Sacramento, CA. 95819-6079
916.278.6622

PETITION FOR “T” (Incomplete) Grade

_____		_____	
Name		Student ID #	
_____		_____	_____
E-Mail		Home Phone	Cell Phone
_____		_____	_____
Address		City	Zip
_____, 20_____		_____	_____
Semester and Year Registered In Course	Course	Section #	Units
_____		Class Level: Jr. ____ Sr. ____ Grad ____	
Advisor			

Refer to University policies of Incomplete Grades on the back of this form

IT IS REQUESTED THAT AN INCOMPLETE GRADE BE ASSIGNED FOR THIS COURSE FOR THE FOLLOWING UNFORSEEN REASON(S):

CONDITIONS FOR REMOVAL OF INCOMPLETE GRADE: This section must include details of contract and the date of expected completion of the requirements. This section must be completed for approval.

_____	_____
Student's signature	Instructor's signature
_____	_____
Department Approval	Date

The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit.* It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete will be in writing, signed by the instructor, student, and the department chair (or designee) and placed on file with the appropriate academic department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An "I" (Incomplete Authorized) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An Incomplete must be made up within 12 months of 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 being converted to an "F" or "NC" on the academic transcript.

At the time of degree evaluation, the degree will not be awarded if a student has any outstanding "I" grades which, if calculated as "F", would cause the student's grade point average to fall below the minimum level for graduation in any grade point requirement (CSUS, overall, major, minor or General Education).

Incomplete grades are not considered for deletion by the Academic Standards Committee.

*Note: Students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I" provided they meet the conditions above.

<http://www.csus.edu/umannual/acad/UMG05150.htm>