

## Vice Chancellor for Undergraduate Education

Dear Faculty Colleagues,

Each year our campus has instances where Incomplete grades have nearly prevented undergraduate students from graduating on time or otherwise slowed down their time to degree. When assigning Incompletes, please bear the following points in mind:

**Students should never re-enroll in the same course to resolve an already-assigned Incomplete grade.** If attending your course or completing exams with the following semester's cohort is required, the student should audit your course, not re-enroll. If students re-enroll, they will end up with your course on their transcript twice but they can only earn one passing grade for the work. If a student does enroll in the same course, the first enrollment will lapse to an F after the first day of instruction.

**Students should always consult their academic advisor when considering an Incomplete grade.** Academic advisers are able to help students understand how Incompletes may affect their future class schedules and progress towards graduation, as well as inform students of other academic options that may be available to them. Please refer students to their academic adviser in their college undergraduate advising office:

- [College of Chemistry](#)
- [College of Engineering](#)
- [College of Environmental Design](#)
- [College of Letters and Science](#)
- [Haas School of Business](#)
- [Rausser College of Natural Resources](#)

**Incomplete grades should be assigned only if a student's work in your course has been of passing quality to date and the class cannot be completed due to circumstances beyond the student's control.** If you do not know why a student has not handed in a paper, taken an exam, or is not passing your course, i.e., you do not know whether the reasons are within or out of their control, you should give the student a failing grade (F, NP, or U), not an Incomplete. Examples of circumstances beyond the student's control include, but are not limited to, extenuating circumstances resulting from the Spring 2020 COVID-19 global pandemic, death of a close relative, major illness, and/or mental health issues.

**The Spring 2020 grading option that the student chooses by Friday May 8, 2020 in CalCentral will determine if the incomplete will be resolved for a letter grade or a P/NP.** For Incompletes granted prior to spring 2020, the grading option that the student selected originally remains in effect.

**Incomplete grades should be completed as soon as it is feasible for all concerned.** Making students wait a whole year can delay their graduation and result in substantial costs to them.

**A student may retain up to two Incompletes permanently on their record, upon notification in writing to their undergraduate dean.** This decision is irrevocable and the student cannot repeat the course.

**When a student's work in your course has been of passing quality but they have encountered extenuating circumstances, and you opt to assign an Incomplete grade, you should:**

1. Inform the student in writing (or by contract form used by your department or college) of the work they must complete;
2. Establish a timeline that will enable you to grade the work in time to meet the deadlines below, and a means for them to complete this work;
3. Replace the student's Incomplete on the roster through CalCentral with a new grade prior to the deadlines listed below. This should be done as quickly as possible once the student has completed the work and satisfied all remaining assignments.

#### **Deadline for Faculty to Replace Incomplete Grades**

For Incompletes assigned fall semester: First day of instruction of following fall semester

For Incompletes assigned spring semester or summer session: First day of instruction of following spring semester

**You are under no obligation to allow your students the maximum time permitted by regulation to resolve the Incomplete grade.** In many cases, it is in the student's best interest to complete the work as soon as possible while course content is still fresh. If the student does not finish the work according to your timeline, whether assigned or negotiated, you can assign the student the grade of your choice at the time of the deadline.

**Failure to submit new grades via the class roster in CalCentral or to sign off on a petition to extend an Incomplete grade prior to the deadlines listed below will result in the Incomplete lapsing to an F.** The F then becomes the final grade and cannot be changed back to Incomplete or any other grade. If the student still needs the course to complete a degree requirement, they must repeat the course.

- Fall 2019 Incompletes will lapse to an "F" after Wednesday, August 26, 2020
- Spring 2020 and Summer 2020 Incompletes will lapse to an "F" after Tuesday, January 19, 2021

Visit the Office of the Registrar website for more information on [Incomplete Grades](#) and [Grade Changes and Corrections](#).

Best regards,

Catherine P. Koshland  
Vice Chancellor for Undergraduate Education