



**AUTHORIZED INCOMPLETE ("I") GRADE CONDITIONS**

*(Please print or type information requested below)*

_____			_____
Name			Date
_____			_____
Street Address			HSU-ID #
_____	_____	_____	_____
City	State	Zip	Local Telephone Number

_____	_____	_____	_____	_____
CRN	Subject	Course	Section	Semester/Year

In accordance with CSU Executive Order No. 268, the following are conditions for removal of the Incomplete (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):

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

**NOTE: 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" ("NC" in CR/NC courses) in calculating grade point average.**

The "I" symbol shall be used only when the faculty member concludes that a small clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases use of "SP" symbol is required. The instructor will write the conditions for the removal of the Incomplete and give it to the student with a copy placed on file with the department chair until the incomplete is removed or the time for removal has passed.

An Incomplete shall be removed within one year following the end of the term during which it was assigned. If the Incomplete is not removed within the prescribed time limit it shall be counted as an "F" grade in calculating grade point average (NC in CR/NC courses).

<b>ACTION:</b>
FINAL GRADE: _____
DATE REMOVED: _____
_____
SIGNATURE: Instructor/Department Chair

_____	_____
Instructor's Signature	Date