



California Institute of Integral Studies

Policies, Procedures and Documents: **Incompletes**

Students anticipating being unable to complete a course may request permission from the instructor to receive an “I” (Incomplete) grade; students who have not completed the work required for a course are not to be given a passing grade in the course without completing the required work. CIIS courses are expected to be organized in a way that allows work to be completed during the semester the course is being offered. Below are the policies related to incomplete grades:

1. Permission to be given an “I” grade is given only in the following circumstances:
 - a. medical reasons documented by a health-care professional;
 - b. a family emergency verified with supporting documentation; or
 - c. decision by faculty member based on exceptional pedagogical reasons.
2. The instructor has the right to refuse to grant an “I” grade.
3. The Registrar’s Office does not record an “I” grade without receiving an Incomplete Grade Request Form signed by the student and the instructor by the grade submission deadline. This form stipulates what coursework is remaining and its due date.
4. The instructor, not the student, determines the deadline for the remaining coursework. This deadline cannot exceed two semesters (including summer) from the last day of the semester in which the course took place, and can be earlier. (For example, if the course is in fall 2013, the student has until the last day of summer 2014 to submit the work unless the instructor specifies an earlier deadline.) The maximum deadline for an Incomplete given for exceptional pedagogical reasons is one semester. This deadline is not extended for students who are on a leave of absence, become inactive, or refrain from registering for any semester while the work remains outstanding.
5. If the student does not submit the coursework by this deadline, the “I” grade converts to an “IN” (Permanent Incomplete). An “IN” is irreversible.
6. Students may not graduate with an “I” grade on their record *even in an elective course*. Students may graduate with an “IN” grade on their record, provided that if the IN was for a required course, the student later successfully repeated the course.
7. The submission of an “I” grade by an instructor does not imply that that instructor will be a CIIS employee in a subsequent semester. It is the student’s responsibility to maintain current contact information for this instructor.
8. Students may not sit in on a subsequent semester’s offering of the same course in order to make up the coursework.
9. When submitting the remaining coursework, the student must include a signed Grade Change Form. The instructor uses this form to notify the Registrar’s Office of the final grade.