

**SONOMA STATE UNIVERSITY**  
**Department of Mathematics and Statistics**

**POLICY ON GRADE OF INCOMPLETE**

It is the policy of the Department of Mathematics that a grade of incomplete (I) shall be used only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseeable but fully justified reasons.

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 student must be passing the course at the time the incomplete is assigned.

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, or when unmet course requirements constitute more than 25% of the non-final exam portion of the class grade. In other words, if a student needs to repeat a class, an incomplete should not be given.

Note: The completed "Request for Incomplete" form must be on file in the Department of Mathematics office before you turn in your grade roster.