Incomplete vs. Grade Pending

Both Grade Pending and Incomplete grades are temporarily assigned, at the discretion of the instructor, to allow submission of a final grade after the Grades Due deadline.

Who is eligible for a temporary grade?

Incomplete
This grade may be assigned when a student fails to complete the required coursework with the semester that the course is offered and meets all the following criteria:

- Majority of class requirements to date have been completed
- The student’s work to date in this class is of passing quality
- Attendance to date has been satisfactory
- An illness or other extenuating circumstance legitimately prevents complete of required work by the due date

The incomplete is not based solely on a student’s failure to complete work as a means of raising the grade by doing additional work after the grade deadline.

Grade Pending
This grade may be assigned when all coursework has been completed by the student, but the instructor needs additional time beyond the Grades Due deadline to assign a grade.

How do I assign a temporary grade?

Incomplete
Complete and submit the Incomplete Grade Entry Request Form.

Grade Pending
Send an email to Assistant Registrar, Bryce Kerns, including the course information, student’s name, and student’s ID number.

How long before the grade defaults?

Incomplete
CGU requires that the instructor must submit a new grade no later than the grading deadline for the same semester one year later. However, instructors may set a shorter period for the submission of outstanding work.

Grade Pending
Faculty must submit a final grade before the Satisfactory Academic Progress (SAP) review is conducted during the following semester. Failure to do so will result in a Y grade.

What if additional time is needed to assign a final grade?

Incomplete
Students must submit the Incomplete Grade Extension Form.

Grade Pending
Extensions cannot be granted beyond the deadline.

*How do I replace a temporary grade with a final one?*

**Incomplete**
Submit the Grade Change/Submission Form. If this form is not submitted by the stated deadline, the grade will lapse to the default grade noted.

**Grade Pending**
Submit the Grade Change/Submission Form. If this form is not submitted by the stated deadline, the unreported evaluation (Y) will replace the GP grade on the student’s transcript.