

## **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.