

Incomplete Policy

The instructor may assign the “incomplete” grade when work is of passing quality but is incomplete for good cause. Assigning an “incomplete” is at the discretion of the instructor, who is not obligated to do so.

If an instructor issues an “incomplete,” the remaining coursework must be finished by the end of your next completed quarter (Fall, Winter, Spring). Otherwise the “incomplete” will automatically lapse to an “F”.

It is your responsibility to discuss with the instructor the conditions and time frame for completing the course by the next regular term. **Do not re-enroll in the course!**

If you cannot remove the “incomplete” within the allowed time frame, you must petition the College to request an extension of time. College approval is not guaranteed.

How to File for an Extension of an “incomplete”

1. Obtain a Blue Petition from your academic counseling unit.
2. Explain why you are making this request.
In particular, please address:
 - a. why you were unable to complete the course in the allowed time
 - b. description of what specific work will be made up (e.g. final exam, research paper, missed labs, etc.)
 - c. exact date the course will be completed (mm/dd/yy)
3. Where appropriate, attach documentation supporting your circumstances (e.g. medical verification, or letter from doctor indicating level of disability as a result of your illness or accident).
4. Ask the instructor to sign the Blue Petition. Please print their name below the signature if it is illegible.
5. **If you are requesting an extension of more than one quarter**, you must also submit a letter of support from the instructor written on departmental letterhead.
6. Submit a completed Blue Petition and any supporting documentation to your counseling unit.

How is my GPA affected?

Once a grade is reported to the Registrar, the course and grade appears on your study list for the term when the grade is posted and the final grade is averaged into your cumulative GPA.

Frequently Asked Questions

The instructor gave me an “incomplete,” but he/she is no longer at UCLA. What do I do?

Speak with the departmental counselor from the department that the course is offered in as soon as possible to see if an alternative arrangement can be made.

The “incomplete” has lapsed into an “F” grade, but I completed the coursework within the allowed time frame. What do I do?

Follow up with your instructor and see if he/she submitted the Removal of Incomplete Form.

I’m graduating this quarter but will be taking an incomplete and finishing the work next quarter. What do I do?

If you do not need the course for a graduation requirement, you may graduate this quarter and leave the Incomplete on your record permanently. If the course is required, you will need to change your degree term to the term in which you will remove the incomplete, as all coursework must be completed before a degree can be awarded.