UC San Diego

Final Exams, Incompletes, and Retroactive Withdrawals

Guidance for undergraduate students at UC San Diego

FINAL EXAMS

Final Exams

Per the Academic Senate EPC Policy on Final Examinations:

- **Final exams are required in all undergraduate classes except laboratory classes**, *unless an exception has been approved by the Undergraduate Council (UGC).*
- When enrolling in classes, students should check the final exam schedule to avoid any conflicts.
  All final exams must be given during the scheduled times *unless there is an exception approved by UGC.*
- No student may be excused from assigned final examinations.

Final Exams

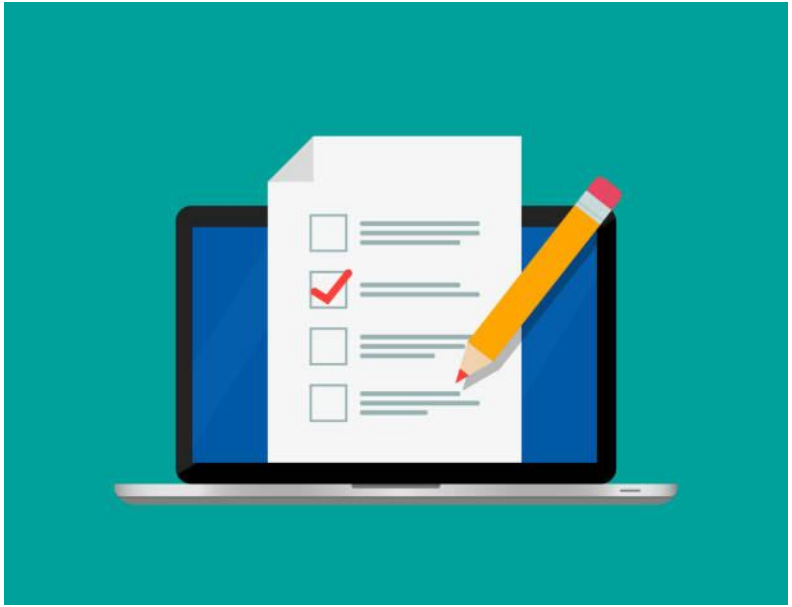
Per the Academic Senate EPC Policy on Final Examinations:

An instructor may administer an examination at an alternative time only if a **valid reason** is given by the student for not taking the regularly scheduled examination.

Valid reasons include:

- serious illness
- family disasters
- religious obligation (governed by the UC San Diego Policy on Religious Accommodation. Request must be submitted by the end of the second week of instruction)

Student is required to provide supporting documentation as requested by instructor.



INCOMPLETE GRADE

Eligibility to Request an Incomplete

UC San Diego

How to determine if you are eligible:

- When circumstances ***beyond a student's control*** prohibit them from taking the final exam or completing course work, a student may request an Incomplete with supporting documentation.
- Students must have completed the majority of the coursework at a passing level at the time of the request. **If you're not passing a class, you're not eligible for an Incomplete.**

Eligible:
Serious Illness
Family Emergency
(Documentation required)

NOT Eligible:
Travel
Scheduling conflict
More Time Needed
Student is failing the course

- Students must submit their request for an incomplete within the required deadline. The deadline for filing an incomplete is the first working day after finals examination week.

How to Request an Incomplete

Steps to Request an Incomplete.

1. **Contact your instructor** to verify that you are eligible. Have documentation ready to submit when determining eligibility. If you are not passing the course at the time of your request, you are not eligible. Be sure to contact your instructor prior to the deadline for submission.

2. Your instructor will make individual arrangements with you for the timely completion of the work.
3. Your department might require the Request to Receive Grade "Incomplete" form be completed. (This form is not required by the Registrar's Office or Colleges)

4. An "I" grade will be recorded on your academic transcript. An "I" grade does not waive prerequisite requirements for other courses.

5. Students must complete the work to remove the Incomplete on or before the date agreed upon with the instructor and in time for the instructor to assign a grade **before the last day of finals week the following quarter.**

How to Remove an Incomplete

- Complete the work to remove the Incomplete on or before the date agreed upon with the instructor and in time for the instructor to assign a grade before the last day of finals week the following quarter.

  Students cannot enroll in the same course the following quarter if there is a pending incomplete.

- Instructor submits the final grade; academic history is updated accordingly.

- If a student does not finish the Incomplete work by the end of finals week the following quarter, the grade will lapse to an F grade. If the course was a required prerequisite for another course, they will be automatically dropped from any other courses requiring the prerequisite course.

More information pertaining to incompletes is available on TritonLink, in Academic Senate Regulation 500.B and in the university's General Catalog.

RETROACTIVE WITHDRAWAL

Types of Retroactive Withdrawals

Retroactive Withdrawal from a Quarter:

This type of retro withdrawal can be requested when a student has not been able to complete any coursework at a passing level due to documented serious personal circumstances. Exceptions to the Week 6 withdrawal deadline are rarely granted and will only be considered in cases of documented serious personal circumstances (e.g., hospitalization).

Retroactive Withdrawal from a Course:

A retro withdrawal from an individual course can be requested when a student has not been able to complete coursework for the class at a passing level due to documented serious personal circumstances, but has been able to complete coursework in other classes.

The retroactive withdrawal petition must demonstrate how/why a student's extraordinary circumstances impacted one course and not the others.

Requesting a Retroactive Withdrawal:

This is only an option for students with extenuating circumstances.
To determine eligibility, first review these Academic Options.

To request a retroactive withdrawal from the entire QUARTER:

- Submit an Undergraduate Student Petition with a request for W for each course, a personal statement, and supporting documentation of extenuating circumstances to the relevant College Advising Office.
- If the request for retroactive withdrawal is submitted before the end of Week 10, the College makes the final decision.
- If the request for retroactive withdrawal is submitted after Week 10, the College reviews the petitions and if approved, sends it to the Academic Senate for final review.

To request a retroactive withdrawal from a COURSE:

First submit petition to the instructor and the department. If approved, follow all steps listed above.

Find detailed instructions on the Academic Options webpage.

QUESTIONS?

Visit advising.ucsd.edu

Contact your Academic Advisors via the Virtual Advising Center (vac.ucsd.edu)

Use “Meet with Advisor” to view their availability or “Ask a Question” to submit a message.