



Incomplete Grade Agreement

Student Name:

Semester/Year:

CSU ID:

Course Number:

Faculty Member:

Course CRN:

Reasons for grading incomplete:

Student's completed assignments and grades:

Requirements the student shall fulfill to complete the course:

Reasons for granting an incomplete when the student is not passing the course:

Note: Attach a copy of the syllabus.

In the event that a student is unable to electronically sign this document, the student may send an email with the completed form, indicating they agree to the terms of the incomplete.

According to university policy, "after one year or at the end of the semester in which the student graduates (whichever comes first), an incomplete will be automatically changed to an F (failure) unless the course has been previously completed and a grade change submitted by the instructor or head of the department" (Section 1.7 General Catalog and Section 1.6 Manual).

Student Signature:

Date:

Faculty Signature:

Date:

Chair Signature:

Date: