



HISTORY
COLORADO STATE UNIVERSITY

Incomplete Grade Agreement

Student Name:

CSU ID:

Email:

Sem/Year:

Course Title:

Number:

CRN:

Faculty Member:

Reasons for granting 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:

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*).

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.

Student Signature:

Date:

Faculty Signature:

Date:

Chair's Signature:

Date: