



# Incomplete Agreement

Office of the Registrar  
California State University San Marcos  
Questions: registrar@csusm.edu

## Part I: STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ CSUSM Email: \_\_\_\_\_@cougars.csusm.edu

## Part II: CONDITIONS

In accordance with Executive Order No. 1037, the undersigned student and instructor agree to the following assignment of an "I" – Incomplete grade:

Current Term:  Fall  Spring  Summer Year: \_\_\_\_\_

Class Number: \_\_\_\_\_ Course Title (e.g., HIST 130): \_\_\_\_\_

Reason for the Incomplete: \_\_\_\_\_

### Conditions for removal of the "I" grade:

State precisely what work must be done and what percentage of the final grade this work represents. Attach documentation, if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_

Target Completion Term:  Fall  Spring  Summer Year: \_\_\_\_\_

*Example: If the "I" grade was assigned in Fall 2007, the target completion term will be Fall 2008.*

The instructor may assign a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record after the calendar year deadline. Grade earned to date: \_\_\_\_\_ *\*Optional, not required.*

Signatures confirm agreement to the terms specified above.

(Note: Email from students' CSUSM email will be accepted as an electronic signature. Print and attach to form.)

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor of Record: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to Department/Copy to Student

## Part III: GRADE CHANGE **\*\*Upon completion, this form must not be handled by student.\*\***

The instructor may assign a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record after the calendar year deadline.

Date conditions were met: \_\_\_\_\_ Grade Earned: \_\_\_\_\_

Grade earned at the time the Incomplete Agreement Form was signed (see above): \_\_\_\_\_

My signature confirms that the student has completed the requirements of the agreement.

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to Registration & Records/Copy to Department

## Incomplete Agreement INSTRUCTIONS and POLICY

### Instructions:

1. Part I: Student information.
2. Part II: Instructor must complete the “conditions” for removal of the Incomplete grade. Student and Instructor must provide a signature in agreement to the conditions. Student retains a copy; original is filed in the academic department office. (CSUSM email documentation will be accepted as an electronic signature).
3. Part III: Instructors have two options:  
(1) submit a new grade upon completion of the conditions, a date in which the requirements were met; or,  
(2) submit the grade earned at the time the “I” grade was assigned.  
By completion of Part III, the Instructor’s signature authorizes the Office of the Registrar to change the grade from “I” to the earned grade.
4. Graduating Students: If student is receiving a grade of “I” in the last term of their graduation, conferral of their degree will not be posted until the final grade is submitted for the course.
5. Students may not re-enroll in a course for which he or she has received an “I” until that “I” has been converted to a grade other than an “I”; e.g., A-F, IC, or NC.
6. Distribution at the time the Incomplete Agreement is signed by instructor and student:
  - 6a. Copy to student.
  - 6b. Original to Department
7. Grade Change Process:  
To avoid the “I” grade lapsing to “IC” (Incomplete Charged), **the original form** must be signed by the faculty and submitted to Registration & Records on or before the deadline in which grades are due for the term. Students are prohibited from delivering the original form to Registration & Records. Distribution: Original to Registration and Records; copy to the department.
8. For unforeseen circumstances where the instructor may no longer be available to render a final decision, the Department Chair is authorized to render a final decision on behalf of the instructor.

### EO 1037 Policy:

An Incomplete (“I” grade) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete must normally be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being converted to an “IC” symbol (counted as a failing grade for GPA and progress point computation) unless (1) the course was taken for Credit/No Credit (in which case the I is replaced by an NC), or (2) the faculty member assigns a specific letter grade at the time the incomplete is assigned (in which case that letter grade replaces the “I” in the student’s record at the end of the calendar year deadline).