CALIFORNIA STATE UNIVERSITY BAKERSFIELD | Enrollment Services

California State University, Bakersfield
Department of Enrollment Services
Mail Stop: 47SA, 9001 Stockdale Highway
Bakersfield, California 93311
Tel. (661) 654-2147
registrar@csub.edu

Request For Incomplete Grade Form

THIS REQUEST MUST BE INITIATED BY THE STUDENT DESIRING TO RECEIVE A GRADE OF INCOMPLETE AND SUBMITTED BY THE INSTRUCTOR TO THE DEPARTMENTAL OFFICE.

An incomplete may be assigned when a student has been doing satisfactory work in a course but, for unforeseen reasons judged appropriate by the instructor, should be permitted additional time to complete the requirements. An incomplete grade is not to be given because the student is failing the course. **Each incomplete grade must be removed by the end of the subsequent term unless the instructor has set a later date for stated reason. This date may not exceed one year from the end of the term in which the Incomplete was incurred.**

IF THE INCOMPLETE IS NOT REMOVED BY STATED TIME, IT WILL BE CHANGED TO AN "IC".

Name: _____   **CSUB ID:** _____
        Last Name   First Name   Middle Initial

Email: _____   **Phone:** _____

SUBJECT & COURSE	COURSE NUMBER	SECTION	UNITS	INSTRUCTOR	DATE
EX: ECON 2010	**82456**	**01**	**3**		

Reason for Incomplete: _____

_____

_____

_____

Specify what the Student must do to remove the Incomplete: _____
(These directions should enable your department to complete the grade, should you not be available)

_____

_____

_____

_____   _____   _____
Signature of Instructor   Date   Signature of Student   Date

Office of the Registrar Use Only:
Processed By: _____ **Date:** _____