



Student Services Building
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: _____
This is the official Office of the Registrar Request for Incomplete Grade Form and supersedes all and any previous forms from any CSUB department. (12.03.19)	