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)