

The College of Saint Rose

Faculty/Student agreement for a grade of “I” Incomplete

Student Information:

Name: _____ ID: _____

Telephone # _____ Email: _____

Semester: TERM 20 _____
FALL _____ SPRING _____ SUMMER I _____ SUMMER II _____ WINTER _____

Course Information:

CRN: _____ Subject: _____ Course #: _____ Section: _____

Course Title: _____

Faculty Name: _____

Reason for Incomplete:

List assignments/projects/tests/etc...to be completed by the student (course syllabus can be included for reference):

- The work for this Incomplete will be completed by (check one):
 - Prior to the start of the next semester.
 - Thirty (30) days into the next semester.
 - Other:
You are accountable to meet the date defined above.
- It is understood that an Incomplete grade has a fee associated with it.
- It is understood that taking an Incomplete can have financial aid implications.
- It is understood that it is the student’s responsibility to maintain contact with the faculty member regarding this work.
- It is understood that an Incomplete grade will become a permanent “F” grade if not completed on time.
- For Graduate students, an “F” grade will result in immediate dismissal from their program.
- International students should consult with the Center for International Programs on this policy and its possible effect on their status.

Student Signature

Date

Faculty Signature

Date

***This form must be completed and submitted to the Registrar’s Office by the faculty member along with submission of final grades. Keep a copy for your records.**