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):
  o Prior to the start of the next semester.
  o Thirty (30) days into the next semester.
  o 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.