

# Incomplete Grade Agreement



Cleveland State University

*This form should be completed to receive an incomplete ("I") grade and signed by the student and instructor. Copies of the completed form should be maintained by the student, the instructor, the Department Chair, the Registrar, and OIE/ODS as applicable.*

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## Guidelines for Incomplete Grades:

The grade of Incomplete ("I") may be assigned when the work in a course has been generally passing, but when some specifically required coursework has not been completed through no fault of the student or under other appropriate circumstances as determined by the Office for Institutional Equity (OIE) or the Office for Disability Services (ODS). The following guidelines should be used when assigning an "I" grade:

1. An "I" grade can be assigned by the instructor when all of the following conditions are met:
  - a. The instructor believes that the student has the potential to complete and pass the course
  - b. Student has not completed all coursework for reasons deemed justified by the instructor or OIE/ODS,
  - c. The student's circumstances, such as serious illness or accident, warrant the "I" grade; and
  - d. The student has requested an Incomplete from the Instructor or OIE/ODS prior to the end of the grading period.
2. An "I" grade can be an academic accommodation deemed appropriate by the Office for Institutional Equity or the Office for Disability Services.
3. In general, failure of a student to appear for a final exam without an explanation to the instructor would not be sufficient grounds for giving an "I" grade.
4. Deadlines for completion of "I" grades are posted in the Academic Calendar, and are the last day of instruction for the following semester (with the exception of Spring, which extends into Fall due to the shorter Summer semester).
5. Incomplete grades not satisfied by the stated deadline will become failing grades ("F").
6. With the exception of Incomplete Grades issued as an accommodation, extensions of the deadlines must be considered by College Petition, and submitted prior to the stated incomplete deadline.
7. Other resources:
  - a. Grading regulations in the CSU Undergraduate Catalog
  - b. The ODS Student Handbook
  - c. The ODS Faculty Handbook
  - d. The Policy Against Discrimination, Harassment, Sexual Violence and Retaliation
  - e. The Procedures of the Office for Institutional Equity for Investigating Complaints of Discrimination, Harassment, Sexual Violence and Retaliation

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## REQUIRED INFORMATION

### Part A: STUDENT INFORMATION

Name:	Major:	CSU ID# :
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### Part B: COURSE INFORMATION

Course Number (e.g. ENG 101) and Section:	Term:
Course Title:	
Instructor:	

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## Part C: REASON(S) FOR "I" GRADE

<input type="checkbox"/> Accommodation by Office for Institutional Equity (See attached Accommodation Memorandum)
<input type="checkbox"/> Accommodation by Office for Disability Services (See attached Accommodation Memorandum)
<input type="checkbox"/> Determination by Instructor. Explain:

## Part D: PLAN FOR COURSE COMPLETION

<b>Coursework to be Completed:</b>
<b>Support to be provided to Student by Instructor (check all that apply):</b>
<input type="checkbox"/> Answer student questions about the coursework to be completed.
<input type="checkbox"/> Grade student's coursework when turned in by the student on or before the completion date (see below).
<input type="checkbox"/> Arrange for student to take quizzes, tests and/or final exam.
<input type="checkbox"/> Other assistance (explain):
<b>Date by which student will complete coursework:</b> <i>(With the exception of Incomplete Grades issued as an accommodation, extensions of the deadlines must be considered by College petition, and submitted prior to the stated incomplete deadline. Dates differing from stated incomplete grade deadlines, as posted in the Academic Calendar, will not be considered approved and entered.)</i>

**Note to student and instructor:** An incomplete grade can adversely affect financial aid eligibility and academic standing, which are based on the successful completion of courses. The student is strongly encouraged to consult with an academic advisor to determine the financial aid impact and academic standing impact of receipt of an "I" grade, and whether an "I" grade is an appropriate course of action for the student.

**By signing below, the student acknowledges that the student understands the date by which the above-listed coursework must be completed and that the student's "I" grade will convert to an "F" grade if the coursework is not completed by that date. By signing below, the instructor agrees to enter the "I" grade and provide support to the student as identified above.**

Signed \_\_\_\_\_  
Instructor

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Student

Date \_\_\_\_\_