

## Contract for Incomplete Grade in Course

Student's Name: \_\_\_\_\_ CSU ID #: \_\_\_\_\_

Student's Major: \_\_\_\_\_ Check one: \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate

Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Credits: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Term and Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

---

---

It is mutually agreed between the student, and the instructor named above, that the following conditions will satisfactorily make up the incomplete assigned to the student, for the above named course. It is understood that the instructor who will be involved in supervising the student for this purpose, and who will assign the final grade for the student may not necessarily be the instructor named above.

---

---

### Conditions for making up the incomplete:

\_\_\_\_\_ The student must retake the above named course within one year; no later than (date) \_\_\_\_\_

Once the student has spoken with the instructor and has agreed to retake the above named course, a final grade will then be assigned for the course based entirely on the student's performance in that course, at that time. This is the final opportunity for the student to retake this course and the grade assigned will be final.

\_\_\_\_\_ Other (Fill in the description below. Continue on back if necessary.)

---

---

---

---

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Student: DO NOT reenroll in this course.** Instead, speak with the instructor teaching the course on the first day of classes, or sooner, and give the instructor a copy of this contract. Once the student has made an agreement with the instructor, they are then obligated to take the course and accept the assigned grade.

---

---

The conditions for making up this incomplete \_\_\_\_\_ have \_\_\_\_\_ have not been met. The final grade assigned to the student for this course is: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Instructor:** Submit copies of this signed, completed contract to the original instructor and to the Chemistry Main Office.