

## San Jose State University EE Department, Incomplete (“I”) Grade Agreement

To the Instructor of the Course Incomplete grades must be given only for serious and compelling reasons and when a substantial part of the course has been completed. These must not be given to students solely on the basis of poor performance. Student must present official documents to qualify for consideration of receiving an “I” grade. An incomplete grade must accompany a written agreement (this form) between the instructor and the student. A copy of the **greensheet** must accompany this form. **The Instructor must submit this agreement form to the Chair, with Attachments, no later than the last day for the grade submission.**

Student’s Name \_\_\_\_\_ ID \_\_\_\_\_  
Course Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

### Agreement between the Instructor and the Student

1. Reason for issuing the incomplete (“I”) grade
  
  
  
  
  
  
  
  
  
  
2. What parts of the course grade are incomplete? Which assignments have not been submitted yet?
  
  
  
  
  
  
  
  
  
  
3. How will the incomplete be removed?
  
  
  
  
  
  
  
  
  
  
4. When will the incomplete be removed?
  
  
  
  
  
  
  
  
  
  
5. **Attachments: The following attachments are required: (1) Course Greensheet (including grading criteria). (2) Grade spreadsheet for the entire class with details how the final grade is computed. (3) Grade roster for the class.**

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student’s Email \_\_\_\_\_ Student’s Phone \_\_\_\_\_  
Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
Instructor’s Email \_\_\_\_\_ Instructor’s Phone \_\_\_\_\_