



(SEE NEXT PAGE FOR INSTRUCTIONS)

PLEASE PRINT CLEARLY DATE \_\_\_\_\_ COLLEGE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ A \_\_\_\_\_  
Last First Middle Student P. I. D. Number

STUDENT LEVEL:  Undergraduate  Graduate  Medical  SPPS

Course Was Taken In:

Spring  Fall Qtr., 20\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Summer  Winter YR. SUBJECT COURSE NO. SECTION GRD. OPT. UNITS SECTION ID CODE

Is Course Part of IP Sequence?

Yes  No \_\_\_\_\_

COURSE TITLE - RECORD EXACTLY AS IT APPEARS IN SCHEDULE OF CLASSES

Reason for Requesting Incomplete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SIGNATURE OF STUDENT

STUDENTS: Please take this form to the instructor and request permission to receive the grade incomplete. If approved, the instructor will keep a copy, and return a copy to you.

**APPROVAL PORTION TO BE COMPLETED BY INSTRUCTOR**

(See Policy Statement on Next Page)

If request is approved, please complete this portion and keep a copy for your record. Give one copy to the student, and submit the original form with your quarterly grade reports. Reason for grading "I" must be beyond the student's control.

Student work to date must be "Non-Failing Quality" and incomplete because of:

Illness  Family Emergency  Other - Beyond Students Control: Please explain \_\_\_\_\_

Work is to be completed by: \_\_\_\_\_  
(DATE NO LATER THAN END OF FINALS WEEK THE FOLLOWING QUARTER.)

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE / DATE

**REMOVAL PORTION TO BE COMPLETED BY INSTRUCTOR ON OR BEFORE THE AGREED DATE OF COMPLETION ABOVE. REMOVAL MUST BE RECEIVED IN REGISTRAR'S OFFICE NO LATER THAN LAST DAY OF FINALS WEEK THE QUARTER FOLLOWING ASSIGNMENT OF "I".**

The grade of "I" for the above student is to be replaced with a grade of \_\_\_\_\_.

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE DATE

**THE "INCOMPLETE" GRADE**

The grade "I" may be assigned when a student's work is of non-failing quality but is incomplete due to problems beyond the student's control. [See "Intended Use of the Incomplete" in the General Catalogue for guidance.] An "I" grade may be replaced upon completion of the work agreed upon with the instructor, but not later than the last day of finals week in the following quarter. If not replaced by this date, the "I" grade will lapse to a permanent "F" grade. The "I" grade shall be disregarded in determining a student's grade point average.

**PROCEDURES FOR STUDENTS**

1. You **MUST** request and receive instructor approval on **PRIOR TO THE FINAL EXAMINATION PERIOD** in any quarter you expect to receive the grade incomplete.
2. You should complete your portion of the request form, including the reason you are requesting the Incomplete which must be for good cause, such as illness. The instructor has the option to approve or disapprove the request and should state on the form how and when the "I" is to be completed. If approved, the instructor will keep a copy of this request, and give a copy to you.
3. You must complete the work to remove the grade Incomplete on or before the date agreed upon with the instructor and in time for the instructor to assign a grade **BEFORE THE END OF FINALS WEEK OF THE FOLLOWING QUARTER**.
4. Failure to complete this work within the regulation time limit will result in the "I" lapsing to a permanent "F" grade.
5. For justifiable reasons such as illness, you may petition your College to extend the Incomplete past one quarter. These petitions must have prior approval of the Instructor and the Department Chair. The petition must include the reasons for requesting the extension, how and when the "I" is to be completed, and must be filed **BEFORE** the Incomplete grade lapses to a "F" grade. The extension cannot be made retroactively.

**NOTICE TO GRADUATING SENIORS: Requesting an "Incomplete" in your final quarter, or extending an "Incomplete" past the quarter you requested for graduation will delay your graduation date. You must also submit a new degree and diploma application form for the new quarter of graduation.**

**PROCEDURES FOR INSTRUCTORS**

If you agree to assign this student an Incomplete, please complete the **APPROVAL** portion of this form, keep a copy for yourself, give a copy to the student, and submit an "I" grade for the student with your quarterly grade reports.

Filing Removal of "I" Grade

Submit final grade on Grade Change Form