

OFFICE OF THE REGISTRAR
UNIVERSITY OF CALIFORNIA, SAN DIEGO
STUDENT SERVICES CENTER, SUITE 261
9500 GILMAN DRIVE # 0022
LA JOLLA, CA 92093-0022



REQUEST TO RECEIVE
GRADE "INCOMPLETE"

(SEE NEXT PAGE FOR INSTRUCTIONS)

PLEASE PRINT CLEARLY

DATE _____

COLLEGE _____

STUDENT NAME _____
Last First Middle

A _____
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.

APPROVAL PORTION TO BE COMPLETED BY INSTRUCTOR (See Policy Statement on Next Page)

If request is approved, please complete this portion. Keep a copy for your records and give one copy to the student. The 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 Student's Control: Please explain _____

Work is to be completed by: _____

(DATE NO LATER THAN END OF FINALS WEEK THE FOLLOWING QUARTER.)

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 changed upon completion of the work agreed upon with the instructor. The work must be completed no later than the last day of finals week in the following quarter.

Outstanding Incomplete grades are lapsed to a failing grade at the end of week 10 of the subsequent quarter. Students have until the end of finals week to complete any remaining work in cases when the instructor grants that time to the student for completion of the work.

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 for an Incomplete. The deadline for filing a request for an Incomplete shall be no later than the first working day after final examination week and prior to the submission of a final grade.
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. That date must be *BEFORE THE END OF FINALS WEEK OF THE FOLLOWING QUARTER*.
4. Failure to complete this work within the time limit will result in a permanent failing grade.
5. For justifiable reasons such as illness, you may petition to extend the Incomplete one quarter. These petitions must have the approval of the Instructor, the Department Chair, your College and the Academic Senate. The petition must include the reasons for requesting the extension, as well as how and when the “I” is to be completed. Contact the Academic Advising Office at your College with any questions about how to file a petition to extend the Incomplete.

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 using the eGrades application.

Once the student has completed the work, submit final grade using the eGrades application.