REQUEST TO RECEIVE GRADE “INCOMPLETE”

(SEE NEXT PAGE FOR INSTRUCTIONS)

PLEASE PRINT CLEARLY  DATE  COLLEGE

STUDENT NAME

Last  First  Middle

STUDENT LEVEL  ☐ Undergraduate  ☐ Graduate  ☐ Medical  ☐ SPPS

Course Was Taken In:
☐ Spring  ☐ Fall  ☐ Summer  ☐ Winter  Qtr., 20  /  /  /  /  /

Is Course Part of IP Sequence?
☐ Yes  ☐ No

STUDENT P. I. D. Number

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, return a copy to you, and submit the original form to the Department offering the course.

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 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

Revised April 04, 2016
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 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.

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 time limit will result in the “I” lapsing to a permanent “Failing” grade.

5. For justifiable reasons such as illness, you may petition your College to extend the Incomplete one quarter. These petitions must have prior approval of the Instructor, the Department Chair and EPC. 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 “Failing” 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 using the eGrades application.

Filing Removal of “I” Grade
Submit final grade using the eGrades application.