REQUEST FOR INCOMPLETE GRADE - 2017-2018

“A grade of “I” may be assigned in exceptional situations when unavoidable circumstances prevent completion of a course.”
–Page 24, 2016-2018 PUC General Catalog

Part I – To be completed by student

Student Information

Date of Request: __________________ PUC ID: __________________

Full Name: ___________________  Last  First  Middle

Term (Circle one): Fall  Winter  Spring  Summer

Course Information:

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
</table>

Please explain the unavoidable circumstances that are preventing the student from completing the course:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Part II – To be completed by the instructor

Specify what the student must do to complete the course requirements:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date final grade will be recorded (if earlier than the default deadline): __________________

Default Deadlines:

2017/Summer: November 6, 2017  2018/Winter: May 14, 2018
2017/Fall: February 19, 2018  2018/Spring: August 20, 2018

Default grade: __________________

(If a final grade is not submitted to the Records Office by the date listed by the instructor above, this default grade will be recorded as the final grade.)

When the final grade is recorded, it will appear on the transcript behind the notation “I/” to indicate that the grade was originally incomplete.

Signature of Instructor: ___________________ Date: __________________

Signature of Student: ___________________ Date: __________________

(If unavailable, please explain)

When this form is submitted to the Records Office it will be reviewed by appropriate personnel for compliance with school policy.