

# REQUEST FOR INCOMPLETE GRADE - 2011-2012



Records Office  
One Angwin Avenue  
Angwin, CA 94508  
(707) 965-6673  
(707) 965-6432 Fax

“A grade of “I” may be assigned in exceptional situations when unavoidable circumstances prevent completion of a course.”

–Page 34, 2010-2012 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:

Course Prefix	Course #	Course Title	Credits	Instructor

Please state the reason for the incomplete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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:

2011/Summer: November 4, 2011      2012/Winter: May 11, 2012

2011//Fall: February 10, 2012      2012/Spring: August 16, 2012

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.*