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

–Page 24, 2020-2022 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:

2020/Summer: November 2, 2020  2021/Winter: May 10, 2021

2020/Fall: February 15, 2021  2021/Spring: August 16, 2021

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.