Part I – To be completed by student

Student Information

Date of Request: __________________________ PUC ID: __________________________

Full Name: __________________________

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:

| 2018/Fall: February 18, 2019 | 2019/Spring: August 19, 2019 |

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.

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

–Page 24, 2018-2020 PUC General Catalog