"A grade of "I" may be assigned in exceptional situations when unavoidable circumstances prevent completion of a course."
– PUC General Catalog

### Part I – To be completed by student

#### Student Information

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>PUC ID:</th>
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<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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#### Term (Circle one):

- Fall
- Winter
- Spring
- Summer

#### Course Information (Required):

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

- 2022/Summer: October 10, 2022
- 2022/Fall: February 13, 2023
- 2023/Winter: May 15, 2023
- 2023/Spring: August 7, 2023

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.