

# REQUEST FOR INCOMPLETE GRADE - 2020-2021



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

### Note:

An incomplete grade is appropriate when a student in good standing in a course has a genuine emergency. An incomplete grade is not a method for a struggling student to avoid a bad grade in a course.

“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:

Course Prefix	Course #	Course Title	Credits	Instructor

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.*