

# REQUEST FOR INCOMPLETE GRADE



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.”

– 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 (Required):**

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:**

2024 / SUMMER: NOVEMBER 15      2025 / WINTER: MAY 15  
2024 / FALL: MARCH 1      2025 / SPRING: AUGUST 1

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.*