

REQUEST FOR INCOMPLETE / IN-PROGRESS 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:

SUMMER: **November 15**

WINTER: **May 15**

FALL: **March 15**

SPRING: **August 15**

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.