

REQUEST FOR INCOMPLETE GRADE / 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

Grade (Check one): **Incomplete** **In-Progress**

Term (Check 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: End of the quarter **Winter:** End of the quarter

Fall: End of the quarter **Spring:** End of the quarter

[IP] In-progress - Default grade: _____ **[I]** Incomplete - Default grade: _____

(If a final grade is not submitted to the Records Office by the end of the quarter, this default grade will be recorded as the final grade.)

Signature of Instructor: _____ **Date:** _____

Print Name of Instructor: _____

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.