



## REQUEST FOR INCOMPLETE GRADE

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Phone Number \_\_\_\_\_ Student Email \_\_\_\_\_

Course Number \_\_\_\_\_ CRN # \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Instructor's Name \_\_\_\_\_

### INFORMATION FOR STUDENT AND INSTRUCTOR

- An incomplete grade may be given **after** the withdrawal deadline when a student who, because of “unforeseeable, emergency and justifiable reasons” (**Calif. Education Code, 55023 and [IVC AP 4230](#)**), is unable to complete the course requirements.
- Re-enrollment in the course must NOT be a condition for completing the coursework.
- The assignments as stated below must be completed within one year following the end of the term.
- If the incomplete is not made up within the specified time, the grade will be changed to grade noted below.

**STUDENT:** Reason for requesting an incomplete grade:

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*Student: Return completed form to Instructor one week prior to end of term.*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR:** List of assignments, projects or exams that must be completed before a grade can be given. Please be specific:

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### SPECIFIC DUE DATE:

If the conditions are NOT met by specific due date, the assigned “I” will be converted to a

*Instructor: Return completed form to the Dean's Office by the grade deadline.*

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of VP \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_