



Conditions for Removal of Grade of Incomplete (I)

If a student has incomplete academic work because of **unforeseeable, emergency and justifiable reasons at the end of the term**, he/she may consult with the instructor and request the instructor issue an "I" (Incomplete) on the student's record. The condition for removal of the "I" shall be stated by the instructor on this form and signed by both the student and instructor, with each keeping a copy. The original form must be submitted to the Admissions and Records office by the instructor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

Student ID: _____ (please print) Student Name: _____

Course ID: _____ Course Title: _____

Quarter: _____ Date Quarter Ends: _____
Month Day Year

INCOMPLETE GRADE INFORMATION (to be completed by instructor)

The Incomplete Grade may be removed no later than one academic year following the end of the quarter in which it was assigned if the student meets the following conditions. Instructors may designate a shorter time period. Please indicate exactly what is required for removal of the Incomplete:

Circle grade assigned in lieu of removal of Incomplete (if the student does not complete above work, this will be the final transcript grade for the course):

A B C D F P (Pass)* NP (No Pass)*

**P/NP grades may only be assigned if the student has elected this grading option prior to the 30% point of the course or the course is limited to P/NP scale.*

SIGNATURES (must be signed by both instructor and student)

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Instructor: Please submit the completed form to Admissions & Records by the due date for grades for the quarter.

CHANGE OF GRADE (to be submitted by instructor)

Once the above work is completed, a grade change must be submitted by the instructor to the Office of Admissions and Records on a **GRADE CHANGE REQUEST** form. No grade may be changed later than one academic year following the end of the quarter in which it was assigned.

Office Use:
Initial and Date