

## REQUEST FOR INCOMPLETE GRADE

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

Address \_\_\_\_\_  
Street City State Zip Code

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, 55758, 6/91), 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 during the next term of attendance excluding summer, within the following year.
- If the incomplete is not made up within the specified time, it will become an "F" or "NP" as appropriate.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Instructor: Return completed form to the Admissions & Records Office by the final grades deadline.

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

**Director of Admissions and Records** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved** Remarks: \_\_\_\_\_

**Denied** \_\_\_\_\_