



A grade of "I" for incomplete academic work may be issued for *unforeseeable, emergency, and justifiable reasons* occurring at the end of the term. The issuance of a grade of "I" is at the discretion of the faculty member at the request of the student.

Students who are issued an "I" may not re-enroll in or attend the course for which the "I" is recorded. The incomplete work must be made up within one year. When the work has been completed, the instructor will assign a grade and submit a Grade Change Form to the Office of Admissions and Records. If the work is not completed within one year, a default grade provided by the instructor on this form will be assigned to the student's academic record.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First Middle*

Course Title: \_\_\_\_\_ Course Ticket #: \_\_\_\_\_

Semester course taken: \_\_\_\_\_ Year: \_\_\_\_\_  
*Fall / Spring / Summer*

Conditions for removal of "I" grade. Please list item(s) that must be completed.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**Default Grade**

Grade to be assigned if the work is not completed: \_\_\_\_\_  
*Grade*

Instructor's Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature:\* \_\_\_\_\_ Date: \_\_\_\_\_

\*If your student was not available to sign the conditions stipulated on the Incomplete Grade Record, how were they contacted?

\_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax

*Reference: Title 5 § 55023 California Code of Regulations*

**For Use by the Office of Admissions and Records Only**

Date Received:	Received By:
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