



REQUEST TO RECEIVE GRADE "INCOMPLETE"

PLEASE TYPE CLEARLY

STUDENT NAME _____ Date _____
Last First Middle

Course Was Taken In:

Fall Winter Spring Summer

20_____/_____/_____
YR. COURSE NO. Units

COURSE TITLE – RECORD EXACTLY AS IT APPEARS IN CATALOG

Reason for Requesting Incomplete:

SIGNATURE OF STUDENT

STUDENTS: Please take this form to the instructor and request permission to receive the grade incomplete. If approved, the instructor will keep a copy, submit the Incomplete form to the Administration Office, return a copy to you and submit an "I" grade for the student using Populi.

APPROVAL PORTION TO BE COMPLETED BY INSTRUCTOR (See Policy Statement on the following Pages)

If approved, the please keep a copy, submit the Incomplete form to the Administration Office, return a copy to the student and submit an "I" grade for the student using Populi. Reason for grading "I" must be beyond the student's control.

Student work to date must be “Non-Failing Quality” and incomplete because of:

Illness Family Emergency Other – Beyond Students Control: Please explain

Work is to be completed by: _____ (No later than four weeks following the last day of class.)

How the work is to be completed:

_____/_____

INSTRUCTOR'S SIGNATURE

DATE

REMOVAL PORTION TO BE COMPLETED BY INSTRUCTOR ON OR BEFORE THE AGREED DATE OF COMPLETION ABOVE.

Revised 7/9/18

BRANCH COLLEGE

THE “INCOMPLETE” GRADE

The grade “I” may be assigned when a student’s work is of non-failing quality but is incomplete due to problems beyond the student’s control. An “I” grade may be replaced upon completion of the work agreed upon with the instructor, but not later than four weeks following the last day of class. If not replaced by this date, the “I” grade will lapse to a permanent “F” grade. The “I” grade shall be disregarded in determining a student’s grade point average.

PROCEDURES FOR STUDENTS

1. You MUST request and receive instructor approval for an Incomplete. The deadline for filing a request for an Incomplete shall be no later than the last day of class.

2. You should complete your portion of the request form, including the reason you are requesting the Incomplete which must be for good cause, such as illness. The instructor has the option to approve or disapprove the request and should state on the form how and when the "I" is to be completed. If approved, the instructor will keep a copy, submit the Incomplete form to the Administration Office, return a copy to you and submit an "I" grade for you using Populi.

3. You must complete the work to remove the grade Incomplete on or before the date agreed upon with the instructor and in time for the instructor to assign a grade (No later than four weeks after the last class date).

4. Failure to complete this work within the time limit will result in the "I" lapsing to a permanent "Failing" grade.

5. For justifiable reasons such as illness, you may petition the college to extend the Incomplete one semester. These petitions must have prior approval of the Instructor and the Academic Dean. The petition must include the reasons for requesting the extension, how and when the "I" is to be completed, and must be filed BEFORE the Incomplete grade lapses to a "Failing" grade. The extension cannot be made retroactively.

NOTICE TO GRADUATING SENIORS: Requesting an "Incomplete" in your final semester, or extending an "Incomplete" past the semester you requested for graduation will delay your graduation date. You must also submit a new degree and diploma application form for the new semester of graduation.

PROCEDURES FOR INSTRUCTORS

If you agree to assign this student an Incomplete, please complete the APPROVAL portion of this form, keep a copy, submit the Incomplete form to the Administration Office, return a copy to the student, and submit an "I" grade for the student using Populi.