

Pacifica Graduate Institute

Request for Incomplete

- ✓ Students must submit request for an incomplete to the instructor on or before date course work is due.
- ✓ Completed work must be submitted with Grade Change form to the instructor prior to the first day of the third session of the following quarter for Fall, Winter & Summer Quarters.
- ✓ Spring quarter incomplete work is due prior to the first day of Fall quarter's first session.
- ✓ If final work is not submitted within the required time period, a failing grade will be recorded on the transcript.
- ✓ Students may take no more than four incompletes per academic year.

Student Information

Name: _____

Program: _____ Track: _____

Phone: _____ E-mail: _____

Course Title: _____ Course # _____

Quarter course was taken: _____ Year course was taken: _____

Instructor: _____

Date that incomplete course work is due to the instructor: _____

Please list any other Incompletes you have taken this academic year (maximum of 4 allowed per academic year)

1. _____

2. _____

3. _____

Instructor's signature _____ Date: _____

Student's Signature _____ Date: _____

Registrar's Signature _____ Date: _____