



**STUDENT INFORMATION**

Student Name:		Date:	
Student ID Number:		Track:	X <input type="checkbox"/> N <input type="checkbox"/> ZZ <input type="checkbox"/>

**COURSE INFORMATION**

I, the undersigned, request to take an Incomplete for the following course in the time period:

<b>Requested Action:</b>	<b>Term</b>	<b>Year</b>
<input type="checkbox"/> Request for Incomplete	<input type="checkbox"/> Fall	_____
Course ID # _____ Due Date for Incomplete _____	<input type="checkbox"/> Winter	_____
Course Title _____	<input type="checkbox"/> Spring	_____
Instructor Name _____	<input type="checkbox"/> Summer	_____

Please list any other Incompletes you have taken this academic year.  
**Maximum of 3 incompletes per academic year (fall through summer):**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Student must submit request for an incomplete to the instructor on or before the original course work due date.

Instructor will sign the form and record a grade of "I" on the grade roster.

DJA or HMC students must submit completed work with a Grade Change Form to the instructor no later than four weeks prior to the end of the following quarter.

If final work is not submitted within the required time period, a failing grade will be issued. The final recorded grade on the transcript will reflect "I" plus the grade in the course (i.e. IA, IB, etc.).

**Students in the hybrid programs may take no more than three incompletes per academic year (fall –summer).**

**Required Signatures:** If emailing form, student must submit this form from their My.Pacifica.edu student email account.

\_\_\_\_\_  
 Student Date  
 I certify that my typed name is my authorized signature

\_\_\_\_\_  
 Instructor Date

Revised 8/2021