



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:

Requested Action:	Term	Year
<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