



**STUDENT INFORMATION**

Student Name:		Date:	
Telephone:		Track:	

**COURSE INFORMATION**

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

**Requested Action:**

Request for Incomplete

**Term**

**Year**

Fall \_\_\_\_\_

Course ID # \_\_\_\_\_ Due Date for Incomplete \_\_\_\_\_

Winter \_\_\_\_\_

Course Title \_\_\_\_\_

Spring \_\_\_\_\_

Instructor Name \_\_\_\_\_

Please list any other Incompletes you have taken this academic year.

Maximum of 4 incompletes per academic year (fall through summer):

Summer \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Student must submit request for an incomplete to the

instructor on or before the original date course work is due.

For all programs except the hybrid programs, completed work must be submitted with a Grade Change Form to the instructor prior to the first day of the third session of the following quarter for fall, winter, & summer quarters. For spring quarter, incomplete work is due prior to the first day of fall quarter first session.

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 (non-hybrid programs) may take no more than four 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  
 I certify that my typed name is my authorized signature

Revised 8/2023