



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

Course ID # _____ Due Date for Incomplete _____

Course Title _____

Instructor Name _____

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

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

1. _____
2. _____
3. _____

Term

Year

Fall _____

Winter _____

Spring _____

Summer _____

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

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. See course syllabus.

If final work is not submitted by the deadline, 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, students 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 8/2025