



PACIFICA

GRADUATE INSTITUTE

Request for Incomplete for DJA/DJO or DCH programs only

STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	X ☐ N ☐ JO ☐

COURSE INFORMATION

I, the undersigned, request to take an Incomplete for the following course in the Term/Year indicated:

Requested Action:

☐ Request for Incomplete

Course ID # _____ Due Date for Incomplete _____

Course Title _____

Instructor Name _____

Term

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Year

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. See syllabus.

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

DJA/DJO or DCH 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. See 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 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 10/2025