



PACIFICA
GRADUATE INSTITUTE

**Request for
Incomplete**
(DJA/DJO & DCH
should NOT use this form)

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:	Term	Year
☐ Request for Incomplete	☐ Fall	_____
Course ID # _____ Due Date for Incomplete _____	☐ Winter	_____
Course Title _____	☐ Spring	_____
Instructor Name _____	☐ Summer	_____
Please list any other Incompletes you have taken this academic year. Maximum of 4 incompletes per academic year (fall through summer): 1. _____ 2. _____ 3. _____		
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 10/2025	