



PACIFICA

GRADUATE INSTITUTE

Request for Incomplete

for DJA/DJO, PRC, MR or DCH programs only

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

PRC MR

COURSE INFORMATION		
I, the undersigned, request to take an Incomplete for the following course in the Term/Year indicated:		
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 3 incompletes per academic year (fall - 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 ☐ I certify that my typed name is my authorized signature _____ Instructor _____ Date _____ Date Revised 8/2026
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