



## Petition for Incomplete Grade

See incomplete grade policy on reverse. To request an incomplete grade, student completes sections I and II and submits form to instructor. If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy to the student. The instructor must submit a copy of the agreement (signed by both student and instructor) to Admissions and Records to be retained in the student file. When the work is completed, the instructor completes section IV and returns to Admissions and Records. The form will not be accepted from the student. Incompletes must be made up within one semester of being assigned or the default grade will be assigned. Students may request an extension from the instructor not to exceed one year from the date the incomplete was issued.

Section I – Student Personal Information			
Student ID	Name	Date	
Email Address		Phone Number	
Street Address	City	State	Zip

Section II – Request for Incomplete – to be completed by student				
Course Information				
Subject	Course Number	Course Name	Term/Year	Instructor
Reason for Request – attach documentation of unforeseeable, emergency and justifiable reason				
Student Signature				

Section III – Instructor approval and description of work to be completed		
Additional work required to complete the course		
Instructor Signature	Completion Deadline	Default Grade

Section IV – Approvals and Final Grade			
Instructor Signature		Final Grade	Date Work Completed
Request for Extension Approved		Extension Deadline	Instructor Signature
Approved	Disapproved		
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

## **AP 4232 Incomplete Grade**

Reference:

***Education Code 66700, 70901, 70902, 76000; Title 5, Section 55022, 55023, 55024***

An Incomplete (IF/IX) is a temporary grade which may be given at the instructor's discretion to a student in the event that extraordinary circumstances beyond the control of the student prevent completion of course requirements by the end of the academic term.

An incomplete may only be issued if the following criteria/circumstances are met:

- The student's work submitted is at a "C" or better level when the request for an incomplete is made.
- Attendance has been satisfactory through at least 60% of the term (Second Census).
- Unforeseeable, emergency and justifiable reasons which prevent completion of required work by the due date has occurred; supporting documents must be presented by the student for verification.
- Required work may reasonably be completed within the time frame set by the instructor.
- The incomplete is not given as a substitute for a failing grade.
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
- The student initiates the request for an incomplete grade before the end of the academic term.
- The instructor and student complete the Petition for Incomplete Grade form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The following provisions for incomplete grades apply:

- Petition for Incomplete Grade form may be obtained on the web or from Admissions and Records.
- It is the student's responsibility to submit the Petition for Incomplete Grade to the instructor within the time allowed.

- Instructor must submit the Petition for Incomplete Grade form to Admissions and Records within two business days of the end of the class.
- The Petition for Incomplete Grade form must include the default grade the student will earn if the required work is not completed by the deadline.
- The student has up to one semester to complete required work. The instructor may issue an alternate deadline that is less than one semester. Under extenuating circumstances, a student may apply for an extension of up to one year by instructor approval.
- Incomplete grades appear on the transcript as an IF (default grade is F) or IX (default grade is other than F). Incomplete grades do not affect the grade point average. The Incomplete grade will be notated on the transcript until the instructor has issued a final grade or the default grade is assigned due to the expiration of the allowed time.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.
- An Incomplete grade should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not reregister for the course in order to remove the Incomplete.