

# Change of Grade from Incomplete

**Office of Student Services**

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All work for an incomplete must be submitted for a grade by the last week of classes of the following term. If outstanding work is not submitted by the due date, the student's grade for the course will automatically be converted to a grade of F. Once a grade has been converted to an F it cannot be changed. Faculty are expected to turn in grades for incompletes no later than two weeks after receiving the final work for the class.

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***THIS SECTION TO BE COMPLETED BY THE INSTRUCTOR***

Student Name \_\_\_\_\_

Term \_\_\_\_\_

Instructor Name \_\_\_\_\_

Course Title \_\_\_\_\_

Previous Course Grade \_\_\_\_\_

New Course Grade \_\_\_\_\_

Please indicate the assignment name and grade that resolves the incomplete.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

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***THIS SECTION TO BE COMPLETED BY THE STUDENT***

Name \_\_\_\_\_

Program \_\_\_\_\_

Email \_\_\_\_\_

*I confirm that I have received the changed grade noted above from my instructor.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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***Administrative Use Only***

\_\_\_\_\_  
Office of Student Services

\_\_\_\_\_  
Date Received