

Request for Incomplete

Office of the Registrar

250 W. First Street, Suite 330 · Claremont, CA 91711 · Ph. (909) 667-4480 · Fax (909) 399-3443

Student: Incompletes are only considered when the student is making satisfactory course progress and encounters extenuating circumstances. Incompletes are granted at the sole discretion of the instructor. If the instructor determines that an incomplete is appropriate, the student must submit this form to the instructor with the student portion completed before the end of the term. Students are required to submit all outstanding assignments by the date provided by the instructors. Assignments should be emailed to the instructor.

Instructor: Provide the completed Request for Incomplete form to the Office of the Registrar by the grade submission deadline for the term in question. Incomplete work is generally due within 3 weeks of the end of the term. However, the incomplete period may be extended up to one full term. As a student completes work, update the Registrar with assignment grades for processing. A Change of Grade form must be submitted at the end of the incomplete period for students who have submitted outstanding work. In the event that a student does not submit work the alternative grade listed on this document will be assigned.

A. To be completed by the student

Name _____ Term _____
Course _____ Instructor _____

Reason for requesting an incomplete:

Student Signature _____ Date _____

B. To be completed by the instructor

Email address for receiving incomplete work _____

Assignments to be submitted: _____ Due Date _____

Alternative Grade _____

Instructor Signature _____ Date _____

Administrative Use Only

Registrar _____ Date _____