



Incomplete Grade Request

Submit completed form by email to ccadmissions@yosemite.edu within 72 hours of grade finalization.

Today's Date: _____

To be completed by student:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone: _____ Birthdate: _____

Course Information:

Instructor Name: _____ Term/Year: _____

Course Name: _____ Section #: _____

REASON FOR INCOMPLETE GRADE: Extenuating Circumstances Cause judged unavoidable by the instructor

Extenuating circumstances are: verified accidents, serious illness or other circumstances beyond the control of the student.

Please describe reason incomplete grade is being requested by the student:

Assignment/Exams to be completed	Due Date(s)
Final deadline for completion of all coursework:	
Final grade of ____ will be assigned <i>if</i> the student does not meet the requirements for removal of the "incomplete" grade within ONE year.	
Comments (e.g. how work should be submitted, frequency of instructor-student meetings, etc.)	

School Policy & Procedures for Incomplete Grades:

An incomplete (I) grade will be given only in cases in which coursework could not be completed because of illness or for a cause judged unavoidable by the instructor. Failure to complete regular coursework by the end of the semester will not be reason for giving an grade of Incomplete (I). When a faculty member approves a grade of (I) Incomplete, the faculty member : will enter an incomplete and the in-lieu grade that will be recorded if the student does not make up the work in the allotted time; will enter on the date on which the incomplete grade will end and the in lieu grade will be awarded; will submit to the Admissions & Records Office a written record (on the Incomplete Form provided) of the conditions for removal of the (I) grade and the grade to be assigned if the work is not completed(A&R holds the original form) ; will send notification via email to the student using the college-issued student email outlining the work to be completed and timeline; will obtain the original incomplete form from Admissions and Records and type in the final grade once the work has been completed; will submit the completed form to Admissions and Records at least five business days prior to the expiration date of the incomplete grade. To request the form from A&R, please email ccadmissions@yosemite.edu.

I have reviewed the conditions with the student and notified him/her in writing via email as outlined in policy stated above.

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

FINAL GRADE	
<input type="radio"/> COMPLETED	Instructor Signature: _____ Date: _____
<input type="radio"/> DID NOT COMPLETE	Grade Awarded: _____
	A&R Staff Initials: _____ Date: _____