



Santa Rosa Junior College
Office of Admissions, Records & Enrollment Development

REQUEST FOR INCOMPLETE GRADE

A student may be awarded the grade of "I" (Incomplete) only under EXCEPTIONAL circumstances. The "I" grade signifies the student has enrolled and has attended classes throughout the school term; that only a minimal amount of the course work has not been completed in the prescribed time period due to an unforeseeable emergency and justifiable reasons at the END of the term; and that there is still the possibility of earning credit. An incomplete grade will not be assigned just to afford the student additional time to finish course requirements, to retake final examinations, or to submit assignments. Incomplete grades must be made up within one calendar year of the default grade will be issued. The incomplete form must be received in the Admissions office before final grade deadline.

To be completed by Student:

(Print student name and address for mailing in a window envelope.)

Student ID Number _____

Last 4 Digits SSN _____

Date Submitted _____

I hereby request an Incomplete Grade in:

Semester/Year	Course Name & Number	Section Number	Instructor
Reason for request:			

To be completed by Instructor:

I verify that this student is doing passing work in the above named course and meets the requirements specified in the Incomplete Grade Policy. In order to obtain a final grade the following must be completed:

Take Final Exam (✓) _____	Other _____	Instructor Signature _____
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Default Grade: NOTE: If no default grade is indicated, and you do not submit a final grade in place of the "I" that has been given, an "F" grade will be issued at the end of one calendar year. (If a student should fail to complete the required task(s)).

Upon completion of the assigned work:

Final Grade: NOTE: The instructor must sign off the original copy on file in the Admissions office.

Instructor Signature _____	Date _____
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OFFICE USE ONLY Approved Denied Reason _____

Date Incomplete entered/Initials _____ Copy to Instructor/Student (✓)

Roster _____	Cum Totals _____
Master Record _____	Deductions _____
Class Record _____	Additions _____
Date _____	Adj Cumm Total _____
Rechecked _____	

PROBATION: FROM _____ TO _____