



Petition to Receive Incomplete Grade

An incomplete grade is given for circumstances beyond a student's control, and only if at least 75% of the coursework has been completed. Do **NOT** give an incomplete for the following reasons:

- A remedy for overload
- Failure of final examination
- Absence from final exam for any reason other than an emergency situation
- Low grade to be raised with extra work

P: (951) 785-2006
F: (951) 785-2447
Registrar@lasierra.edu
AD 122

Student: Student must request an incomplete grade from the instructor by completing this form. Please state the reason for the request. The student should then obtain the signature of the Department Chair and **submit this form to the instructor.**

Instructor: If approved, instructor will then **record the incomplete grade via Online Grade Submission and send this form to the Records Office along with keeping a copy for their records.** Upon evaluation of the additional required work, instructor will submit the corresponding final grade on a Change of Grade Request form to the Records Office no later than the succeeding term.

STUDENT INFORMATION

Last Name	First Name	ID Number
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COURSE INFORMATION

Term	Subject	Course #	Section	Course Title	Units
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Reason for the Incomplete Grade request:

STUDENT SIGNATURE	DATE
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FOR INSTRUCTOR USE ONLY

Date extension shall conclude (if not last day of succeeding term):

Record any additional work required to resolve incomplete:

INSTRUCTOR SIGNATURE	DATE
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