

# LASSEN COMMUNITY COLLEGE ADMISSIONS & RECORDS INCOMPLETE GRADE FORM

NAME OF STUDENT \_\_\_\_\_

STUDENT ID \_\_\_\_\_

SECTION NUMBER	COURSE NUMBER & TITLE	UNITS	SEMESTER & YEAR

**Reason incomplete is being issued (attach documentation if you have it):**

\_\_\_ **Verifiable Illness or Emergency**      \_\_\_ **Verifiable Work Conflict**      \_\_\_ **Other Justifiable Reason**

**The following conditions for removal of incomplete must be met before the student may receive a grade in the course listed. Indicate specific assignments, term papers, and/or tests to be completed \_\_\_\_\_**

**A. The conditions for removal of the incomplete must be met by (enter date): \_\_\_\_\_.**  
**The student will have one year or less, as determined by the instructor, to make up the incomplete.**

**B. Grade assigned if the above conditions are not met \_\_\_\_\_.**

**C. Per Title 5, the student is to receive a copy of the incomplete form.**  
**Forms will be sent to the address on file by the Office of Admissions and Records.**  
**Students may not enroll in a class that they have received an unfinished "I" in.**

\_\_\_\_\_  
**INSTRUCTOR SIGNATURE** (must be the instructor of the class)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT SIGNATURE** (or, if contact made via email or phone, documentation of notification)

\_\_\_\_\_  
**DATE**

**If an instructor is unable to provide verification of contact with a student, Admissions & Records will mail the completed form to student.**

## FOR OFFICE USE ONLY

A copy of this completed form is to be attached to each Grade Report when submitted to the Admissions & Records Office. Incomplete or improper incomplete forms will be returned to the instructor with the Grade Report.

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I", the grade assigned in lieu of its removal, and the period of time allowed, as determined by the instructor, to make up the "I" grade. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed.

Notification of conditions and timelines may be made one of four ways:

1. The instructor meets with the student, communicates the conditions and timelines, records the information on the Incomplete Form, and has the student sign for verification of notification.
2. The instructor sends the student conditions and timelines via email. The student's return email verifies notification and should be attached to the Incomplete Form.
3. The instructor informs the student of conditions and timelines via phone. The instructor documents all conditions and timelines as well as a record of the phone call on the Incomplete Form.
4. The instructor is unable to inform the student of conditions and timelines through any of the above methods. The Office of Admissions and Records will send a copy of the Incomplete Form to the student with a signature receipt required. If no signature receipt is returned to Lassen College or if the conditions are refused, the Office of Admissions and Records will immediately record the grade indicated on the form to be assigned if the conditions are not met.

A final grade shall be assigned when the work stipulated has been completed, evaluated and a change of grade form has been submitted by the instructor of record; when the time limit for completing the work has passed; or when a student cannot be notified of conditions necessary to complete the "I" grade.

The "I" may be made up no later than one year, or less as determined by the instructor, following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition to the Dean of Student Services and the Chief Instructional Officer for a time extension due to unusual circumstances. **Board Policy & Administrative Procedure 4230. Title 5 Section 55758.**

**White Copy: Admissions & Records**  
**Approved by the Academic Senate - December 15, 2009**

**Yellow Copy: Instructor**

**Pink Copy: Student**