

**LASSEN COMMUNITY COLLEGE ADMISSIONS & RECORDS
INCOMPLETE GRADE FORM**

NAME OF STUDENT _____

STUDENT ID _____

SECTION NUMBER	COURSE NUMBER & TITLE	UNITS	SEMESTER & YEAR
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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 _____

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.

Grade assigned if the above conditions are not met _____.

Per Title 5, the student is to receive a copy of the incomplete form.

INSTRUCTOR SIGNATURE (must be the instructor of the class) _____

DATE _____

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 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" and the grade assigned in lieu of its removal. 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. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year 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 Assistant Superintendent/Vice-President of Instruction for a time extension due to unusual circumstances. Board Policy 6400. Title 5 Section 55758.

White Copy: Admissions & Records
A&R forms/5-2007

Yellow Copy: Instructor

Pink Copy: Student