

Incomplete Petition



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

Pursuant to Section 55023 of Title 5, the procedures for Incomplete (INC) grades are as follows:

- An incomplete is defined as academic work which, for unforeseeable, emergency and justifiable reasons, has not been finished at the end of the term.
- It is the primary responsibility of the student to request an incomplete.
- Instructor files a written record of conditions for removal of "I" and the assigned grade in lieu of removal. A copy is given to the Records Office and a copy will be forwarded to the student.
- The incomplete may be made up **no later than one year** after the end of the term in which it was assigned, at which time, the instructor's grade shall be entered on the record.
- The annotation of the record shall indicate the change from "I" to the grade earned.
- A student may petition for an extension of one semester of time due to unusual circumstances. Such a petition will be reviewed by the instructor whose decision shall be forwarded to the Division Dean and the Records Office.
- Incomplete petitions must be approved prior to an instructor's submission of final grades.

To be completed by student:

Student Name: _____ SSN/Student ID#: _____
Last First Middle

Mailing Address: _____
Street Name & Number/PO Box

_____ City State Zip Code

Phone: _____ Email: _____

Department Name/Number: _____ Course Code: _____
(Example: Math 13, Art 10) (i.e., 04951)

Semester taken: Fall Spring Summer Year: 20 _____

Instructor of Record: _____ Units: _____

I have read the above information and request an incomplete in the class listed above for the following reasons (use reverse side if additional space is needed):

Student Signature: _____ Date: _____

To be completed by Instructor of Record:

Approve Disapprove

Instructor Signature: _____ Date: _____

In order to remove the incomplete, the student must complete the following specific assignment(s). If this assignment(s) is not complete, the student's grade is: _____.

Special grading instructions and other pertinent information in the event the instructor is unavailable for the make-up and final grade assignment: _____

Completed forms must be submitted with the instructor's final grade sheet. If an "INC" has been assigned by the instructor but no petition is submitted, the student will receive a "RD" (Report Delayed). Once the student has completed the above listed assignments, a Change of Grade petition must be filed with the Records Office.