

Alternate Grade Request Form

Name: _____
Please Print

Date: _____
Date Request is Made, MM/DD/Year

Course Number and Prefix: _____
Ex: PHYS xxx

Quarter and Year: _____
Ex: Spring 2012

I am requesting an **NC grade** for this course.

In making this request, I understand that:

- I must be in good standing in this course at the time of my request.
- I must make the request no later than the last scheduled regular class meeting (the last class meeting before the final).
- I cannot take the final exam.
- This request must be approved by the instructor.
- An NC grade could affect my student status or financial situation and I have therefore checked with advisors regarding this issue.
- The NC grade will not be changed after it has been assigned.

Student Signature: _____

This request is approved/not approved. Instructor signature: _____

Alternate Grade Request Form

Name: _____
Please Print

Date: _____
Date Request is Made, MM/DD/Year

Course Number and Prefix: _____
Ex: PHYS xxx

Quarter and Year: _____
Ex: Spring 2012

I am requesting an **“I” grade** for this course (incomplete).

Approval of an incomplete grade requires that each of the following are included with this request:

- A list of course activities or work requirements that must be completed with anticipated completion date. Note that all work must be completed no later than the end of the quarter following the assignment of the “I” grade with the exception of summer term. The list should represent no more than 25% of the course and requires instructor approval.
- I must make the request no later than the last scheduled regular class meeting (the last class meeting before the final).
- This request must be approved by the instructor.
- An I grade will convert to the regular earned course grade in the event that the incomplete work is not completed by the end of the following quarter (not including summer term).
- Conversion to an NC grade is not possible after an “I” grade has been given.

Student Signature: _____

This request is approved/not approved. Instructor signature: _____

Course work to be completed	Anticipated completion date (Exam dates must be scheduled with the instructor)	Instructor approval