This form must be initiated and signed by the student. The Incomplete grade is intended to provide a buffer for students who have extenuating circumstances ("circumstances beyond their control", i.e., illness, death in the family, act of God) preventing the completion of coursework; the student must have completed 80% or more of the coursework, and have attended 80% or more of the quarter. A student who does not meet these criteria should receive a “Y” (continuation), decimal, or VP/VF grade. The time allowed for an incomplete is at the discretion of the instructor and cannot exceed one calendar year from the end of the quarter in which originally enrolled. All information requested must be completed or this form will be returned unprocessed, and student will receive (*), a “no grade” mark.

### Conditions of Completion

<table>
<thead>
<tr>
<th>Last Allowable Completion Date</th>
<th>Maximum Grade Allowable</th>
<th>Current Grade Standing</th>
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**Requirements of Completion**

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_I agree to the above conditions and understand that if I do not complete the requirements as outlined, my grade will either remain an incomplete, or my current grade will be entered as my course grade._

Student Signature  ____________________________  Date  __________

Instructor Signature  ____________________________  Date  __________

Please submit this completed form to the Registrar.