



**Imperial Valley College
INCOMPLETE GRADE NOTIFICATION**

NOTE TO FACULTY: §55758 of Title 5, definition of Incomplete: *Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term.* Incomplete marks should be given only to students who have completed most of the semester, are otherwise passing, and have missed an assignment, project, or exam at the end of the term due to circumstances out of their control. After the course work is completed, you must submit a change of grade from to the VP of Academic Services.

Please Print

Student's Name _____ **Student's ID #** _____
Last, First, Middle

Term (Indicate 1): Fall _____ Winter _____ Spring _____ Summer _____
Year Year Year Year

Course: Code # (CRN) _____ Dept. & # _____ Title _____
Example: 10194 ENGL 101 Reading & Composition

The following condition(s) must be met for the course to be completed (indicate specific assignments, exams, etc. to be submitted by the students):

All Conditions must be submitted by the student to the instructor NO LATER THAN the end of the 6th week of the next:

Fall Semester for incompletes issued in Spring and Summer
 Spring Semester of incompletes issued in Fall or Winter

See Important Dates and Deadlines page in Class Schedule for specific deadline date.

If the conditions are NOT met by that deadline, the student shall receive a grade of _____

Student's signature (if not available, copy will be mailed to student) _____

Instructor's name _____ **Instructor's signature** _____ **Date** _____

VP of Academic Services signature _____ **Date** _____

Office Use Only

Received _____ If no student signature, date copy mailed to student _____

Date converted to grade in computer _____ By _____

Date letter sent to student after converted to grade (if not completed) _____