

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 as agreed upon by the student and instructor. Please specify the length of time a student has to complete the required work. At no time may that period exceed one calendar year (12 months), but it can be as short as desired by the assigned faculty. If the work is not completed within the designated time period, the default grade provided will be assigned to the student’s academic record. Instructors must submit this form to the Office of Admissions and Records immediately after completing grade submission as the end of the semester. Your grade roster for the class will not be certified until we receive your incomplete form. Forms are only accepted from the faculty district assigned email address and must be sent to [ivc-ar-petitions@ivc.edu](mailto:ivc-ar-petitions@ivc.edu) for processing.

IVC Student ID #: \_\_\_\_\_

Student’s Name: \_\_\_\_\_  
Last First Middle

Course Title: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Conditions for removal of “I” grade. List exact items that must be completed.

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Date the coursework must be completed: \_\_\_\_\_

Grade to be assigned if the work is not completed (the default grade): \_\_\_\_\_

Instructor’s Name: \_\_\_\_\_

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If student was not available to sign the conditions stipulated on the Incomplete Grade Record, how were they notified?

\_\_\_\_\_ Phone

\_\_\_\_\_ E-mail

\_\_\_\_\_ Fax

*For Use by the Office of Admissions and Records Only*

Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_