



Office of Enrollment Services
College of the Redwoods
 7351 Tompkins Hill Road
 Eureka, CA 95501-9300
 (707) 476-4200

Term	Year
Fall	
Spring	
Winter	
Summer	

Incomplete Grade Request

Student ID# - - - - - -

Student's Last Name	First	Middle
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Course	Section	Faculty Member
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Per Redwoods Community College District AP 4221

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an Incomplete symbol being entered in the student's record. The conditions for removal of the Incomplete symbol should be stated in writing by the faculty member and given to the student with a copy sent to the Office of Enrollment Services. A final grade will be assigned when the missing work has been completed and evaluated. An Incomplete symbol that is not removed by the end of the spring or fall term immediately following the term in which the grade was received reverts to the alternate grade authorized by the faculty member.

An Incomplete symbol is not used in computing a student's grade point average.

1. Justification for assignment of incomplete grade:

2. Assignments/coursework that must be completed for an approved grade change:

3. Date assignments/coursework must be submitted to faculty:

Alternate grade assigned if contract not completed:

Student Signature	Date
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Faculty Signature	Date
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