



California Institute of Integral Studies

INCOMPLETE GRADE REQUEST FORM

Use this form to request a grade of "I" [Incomplete]. It documents both your and the instructor's consent, the remaining assignment(s), and the due date. Submit it to the instructor who, if they approve, will submit it to the Registrar's Office.

For assistance, contact the Registrar's Office at registrar@ciis.edu or 415-575-6126.

Student Name and Address: *(please print legibly)*

_____	CIIS ID Number: _____
_____	E-mail Address: _____
_____	Phone: _____

I request a grade of "I" [Incomplete] for the following course in: Fall Spring Summer Year: _____

Course Number: _____ Title: _____

By checking the boxes below, I acknowledge I am aware of the following policies:

- Instructors have the right to refuse a request for an incomplete grade.
- An instructor's willingness to assign an "I" grade does not imply they will be a CIIS employee in a subsequent semester. It is the student's responsibility to maintain the instructor's contact information.
- Instructors set the coursework due dates, and these cannot exceed the maximum set by the University (see Instructor Use section below); this maximum is not extended if the student goes on a leave of absence, falls inactive, or refrains from registering.
- Students may not sit in on a subsequent semester's offering of the same course in order to make up the coursework.
- When submitting the remaining coursework, the student must include a *Grade Change Form*. The instructor uses this to notify the Registrar's Office of the final grade. If the Registrar's Office does not receive it by the semester's grade submission deadline, the "I" converts to an "IN" [Permanent Incomplete]. An "IN" is irreversible.
- CIIS classifies an "I" (and an "IN") as an unsatisfactory grade. Students with more than two unsatisfactory grades are placed on academic probation.
- Students are ineligible to graduate with an "I" grade, even in an elective course; they may graduate an "IN" grade, provided that if the "IN" was for a required course, it is later successfully repeated.

Signature: _____ Date: _____

Instructor Name and Address: *(please print legibly)*

_____	CIIS ID Number: _____
_____	E-mail Address: _____
_____	Phone: _____

I agree to extend the due date for these assignment(s): _____ because *(check one)*:

The student had a medical or family emergency.* The due date, **which cannot exceed two semesters, including Summer**, is: _____ / _____ / _____
*Instructors and/or registrar may request supporting documentation. month day year

There were exceptional pedagogical reasons. The due date, **which cannot exceed one semester including Summer**, is: _____ / _____ / _____
 month day year

Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:

DATE RECEIVED: _____ DATE RECORDED AND STUDENT AND INSTRUCTOR NOTIFIED: _____ BY: _____ REG: 5/23/19