

Incomplete Procedure

On the reverse side of this form is your copy of the Incomplete Requirement Form submitted by your instructor for the last semester.

You are expected to make arrangements with the instructor to complete the remaining requirements during the next regular semester. When you are finished, your instructor must submit a Removal of Incomplete Form with the Admissions and Records office in order to change the grade for you.

If you are unable to complete the work during the next regular semester, you may petition the Academic Standards Committee for an extension of one semester only. The petition must be submitted before the end of the semester in which the work should have been completed. Approval is at the discretion of the Committee.

If you have questions about any of the above information you may contact your instructor at 415-457-8811, or the IVC Admissions and Records office at 415-457-8811, ext. 8136.