



# ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971  
 (530) 283-0202 – Fax (530) 283-9961

## Request for Incomplete Grade

Date \_\_\_\_\_

FRC ID# OR SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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Student's Last Name

First

Initial

Semester Course Taken:                      Fall                       Spring                       Summer                       20\_\_\_\_\_

Course Number and Title \_\_\_\_\_ Section # \_\_\_\_\_

Grade assigned if Incomplete is not made up: \_\_\_\_\_

Student must complete the following to make up the Incomplete (a student is not permitted nor may the student be required to re-enroll in the course to make up the Incomplete):

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Instructor's Name \_\_\_\_\_  
 (Please Print)

Instructor's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

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### RECORDS OFFICE USE ONLY

Processed by \_\_\_\_\_

Date \_\_\_\_\_