

REQUEST FOR AN EXTENSION ("E") GRADE

Name _____ Student ID # _____
Last First MI

Course Title _____ Course Number _____

Instructor _____ Term/Year _____

SRO has verified that this student is not on academic, admission, or disciplinary probation. Signature: _____ Date _____

Student and Instructor please read instructions carefully: The Student Records Office in Oakland or San Francisco must verify that the student is not on academic, admission, or disciplinary probation. **A student on probation is not eligible for an incomplete.** The student fills out the information above and brings it to the instructor. The instructor must complete the section below and both must sign the request at the bottom of the form. **The request must be returned to the Registrar, Jerry Allen, on the Oakland campus.** CCA cannot guarantee access to college facilities for students completing coursework during periods of non-enrollment.

To be completed by Instructor: Summary of student's completed work, including grades and their weights. (At least two-thirds of the semester course work must be completed and the student must be passing the course at the 10th week in order to be eligible for an E grade.)

Description of work to be completed:

Earlier deadline date requested by instructor: _____

The deadline for an incomplete is five weeks after the end of the term. If work is not completed during the time allowed, the student will receive a "F" failing grade. The student's schedule will be adjusted if they do not receive a passing grade for the class and it is a prerequisite for another course they are enrolled in. If you wish to establish an earlier deadline, please indicate the date the work is due in the space provided above.

Registrar Signature _____ Date _____

Instructor Signature _____ Date _____

Student Signature _____ Date _____