



Student Name _____ Student ID# _____

Course Name _____ Course Offering # _____

Quarter & Year _____ Start and End Date _____

Signature _____ Date _____

Alternative Change Information:

All grades are defaulted to Letter Grades (A-F). Use this form if you are requesting a grade other than a letter grade.

Note – Credit/No Credit options are often not available to students who are using government or employer funds, or for students who may have other restrictions regarding the type and amount of courses required (e.g. SEVIS/ICE regulations, transfer articulations, etc.). Pertaining to academic and financial responsibilities, the student is fully accountable should outside regulations deem this option out of policy.

This request must be e-mailed to extensiongrades@ucsc.edu **BEFORE THE LAST SCHEDULED DAY OF THE COURSE.**

Requests received outside of policy or after the last day of class must be submitted through the [Exception Petition Form](#), and must include documentation as applicable to initiate the request.

I am using this form to:

- Request my Grading option be Changed to Credit/No Credit.
 - Credit is 60% or above
 - No Credit is below 60%
- Request an Incomplete Grade ("I")
 - An incomplete grade may be approved for students who are unable to complete a course within the prescribed time due to **unforeseen extenuating circumstances beyond the student's control.**
 - If approved, the instructor and student will agree upon the terms of the incomplete, including the specific work required. PLEASE NOTE: All work must be completed offline, access to Canvas will not be extended.
 - Student is responsible for submitting the remainder of their coursework for grading.
 - Once the necessary work has been submitted and graded, the "I" will be changed to the appropriate grade. If the work is not received, the "I" grade will default to an "F" grade.
 - All course work must be completed within three months after the course end date.

For Incomplete Grade Requests, please complete the next section.

1. Reason for Incomplete grade request: _____

2. Date by which course work must be submitted: _____
MAY NOT EXCEED 3 MONTHS FROM THE COURSE END DATE
3. Plan of Completion: (short description of coursework that needs to be turned in and how it will be submitted to the instructor) _____

4. Instructor Signature _____ Date: _____