Please complete the following information with your instructor and send to extensiongrades@ucsc.edu.

Student ID#_____ Student Name _____

Course Name_____ Course Section #_____

Instructor Name_____ Instructor email: _____

Quarter & Year_____ Start and End Date_____

1. Are you an international program or workforce development student? ☐ Yes ☐ No ☐ Not Sure

2. Reason for Incomplete grade request:_____
   _____
   _____

3. Date by which course work must be submitted:_____
   MAY NOT EXCEED 3 MONTHS FROM THE COURSE END DATE

4. Plan of Completion: (short description of coursework that needs to be turned in and how it will be submitted to the instructor _____
   _____
   _____
   _____

Signatures

Student_____ Date_____

Instructor_____ Date:_____

International or Workforce Advisor_____ Date:_____
(extensioninternational@ucsc.edu or workforce@ucsc.edu)