INCOMPLETE GRADE PETITION

STUDENT COMPLETES THE FOLLOWING:

Print Name: ___________________________________________

Signature: ____________________________________________  Today’s date: ________________________

ID Number: ____________________________________________

I request an incomplete grade for the _________________ term, _____, in the following course:

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>COURSE TITLE</th>
</tr>
</thead>
</table>

Spring/Jan/Summer/Fall       year

I understand that my grade in the course will become an F (U for clinical course) if all remaining course work is not satisfactorily completed by the end of the next semester.

A grade of “I” may be assigned by the faculty member when the student’s work is substantially complete yet incomplete due to circumstances beyond the student’s control. A petition for an incomplete must be initiated by the student, and approved in writing by the faculty member, prior to the deadline for the submission of the term grades. It is not the responsibility of the faculty member to petition for an incomplete grade, but an instructor may originate an incomplete grade if the student is unable to do so, and has specifically requested an incomplete grade from the instructor.

INSTRUCTOR COMPLETES THE FOLLOWING:

Instructor name: __________________________________________

Instructor signature: ______________________________________  Today’s date: ______________________

The reason for the incomplete grade: __________________________________________________________

The work to be completed is: ________________________________________________________________

______________________________________________________________

REGISTRAR’S OFFICE USE ONLY:

Request reviewed by: __________________________________________

Date: __________________________________________________________

cc: instructor

cc: student