

PETITION FOR INCOMPLETE GRADE

This grading option is reserved for classes in which the student has **successfully completed 80% of the course with a passing grade**, but is unable to complete the remainder of the work on time due to an emergency or un-foreseen circumstances.

****Forms will not be processed unless all information is completed and signatures are obtained.**

****Note: Failure to remove the Incomplete Grade by the date specified in this contract will result in a "F" grade for the course.**

STUDENT INFORMATION:

Name: _____

Student ID: _____

Advisor: _____

COURSE INFORMATION:

Term and Year: _____

Course ID and Section: _____

Title: _____

Instructor: _____

PETITION INFORMATION

Reason for Request: _____

Date of Petition: _____ Incomplete in: Final Exam Other Assignments

Completion Contract:

Coursework to be completed by: _____

(Date must not be later than the beginning of final exams for the next semester.)

Final Exam before: _____ *(Date must not be later than three weeks into the next semester.)*

REQUIRED SIGNATURES

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

To be filled out by instructor:

Is the student's grade at this point a passing grade? Yes No

What percentage of the course has student completed? _____

Registrar's Office:

Student has has not accumulated more than two incompletes. *(A registration hold is placed on students with two or more.)*

Registrar's Signature: _____ Date: _____

Incomplete Recorded: _____ Date: _____ Grade Recorded: _____ Date: _____