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## ***Petition for Incomplete Grade***

When circumstances, beyond a student's control, prevent him/her from completing required coursework in a timely manner (the same time as all other students in the course), the student may request the instructor for additional time to complete the work.

1. The student must petition his/her instructor(s), in writing, for an Incomplete.
2. That written petition should be brought to the registrar, along with this completed form.

If an Incomplete is granted:

Continued class attendance is required, if at all possible, for the remainder of the semester.

The student must complete the required work by the date agreed upon below, which can be no later than the end of the **fourth week** of the following semester. The Incomplete grade will convert to an "F", if the work is not submitted for review **and approved**.

It is the student's responsibility to contact the appropriate faculty member to review completed work, within the allotted time. It is important for the student to understand that completing the work for a course from a previous semester does not diminish their responsibilities for their current coursework.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Course Name and Number # \_\_\_\_\_

Instructor \_\_\_\_\_ Semester \_\_\_\_\_

The fulfillment of the Incomplete requires:

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And will be completed by: Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>NOTE: * Dean's signature necessary only in special circumstances, such as multiple Incompletes</i>
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