



Petition for Grade of Incomplete (I)

This petition must be completed and given to the class instructor at least three (3) weeks before the end of the course for which the incomplete is requested. The petition must be approved by the Instructor and a copy of the approved petition must be submitted to the Registrar.

If the Incomplete is not resolved with the instructor within 30 days of the end of the course, the “I” grade is automatically converted to an “F”.

Student Name

Petition for an Incomplete in

Course Number

Course Title

Semester

Academic Year

Reason:

Date work is due to the Instructor (no more than 30 days from the last official day of the course)

Furthermore, I understand that failure to complete the work within the time period indicated will result in an “F” grade for the course.

Student

Date

Petition Approved

Petition Denied

Instructor

Date

Registrar / Dean

Date