

**Undergraduate Student Petition for Grade of INCOMPLETE**

(must be submitted to instructor prior to the start of the final examination period)

A temporary grade of Incomplete (INC) may be requested by a student who is unable to complete a course requirement (other than the final exam) prior to the end of the term due to extraordinary reasons, such as illness, emergency, or other serious unforeseen difficulty. If, in light of the student's otherwise satisfactory participation in the course, the request is approved by the instructor, the grade of INC is entered on the final grade roster, and the student is thereby granted a limited extension of time, in consideration of the deadline specified in the academic calendar, for submission of the paper, project, or other work.

Upon the instructor's evaluation of the work submitted, and with the dean's approval, the grade of INC will be replaced by a permanent grade. **If the work is not submitted by the student and a change of grade form submitted by the instructor on or before the deadline date(s) specified in the academic calendar, the INC will automatically be replaced by a grade of F.**

Name of Student: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student phone/email: \_\_\_\_\_

Student's Home School/Year of Graduation: \_\_\_\_\_ Term/Year Course Taken: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number (and section): \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Instructor phone/email: \_\_\_\_\_

Reason for Requesting Incomplete (Attach supporting documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course requirement that has not been met (please also indicate percentage of final grade this represents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are aware of the deadline for removal of a grade of Incomplete for this course, which is listed in the current academic calendar, and we have agreed to a date prior to that deadline for submission of the required work.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Instructor's signature

The instructor must submit this completed form to the Office of Academic Records (with copy to the Dean's Office of the student's home school) at the time of, or preferably prior to, sending in the INC grade. Both the instructor and the student should retain a copy for their records.

**Important notes: 1) The grade of INC will not be allowed to stand unless this Petition is on file. 2) No grade of INC may be awarded to seniors in their spring semester without the approval of the Senior Dean. 3) To replace the INC with a letter grade, the instructor must submit a completed Change of Grade Form to the Dean's Office of the student's home school by the deadline specified in the academic calendar.**