Petition to Receive Incomplete (I) Grade

Incomplete grades are given when a student is performing passing work, but because of an unusual circumstance is unable to complete the course requirements within the semester.

______________________________________________________________________________

1. Name: ____________________________________ Date Submitted: ________________

   Student ID: __________________________ CRN (required): _________________

2. Course Subj & No.: ____________________ Credits ________________ Sem/Yr: __________

   Course Title: ____________________________ Instructor: ____________________

3. **Completed by Instructor**

   1. Identify assignments remaining to be completed and due dates for each assignment:

      __________________________________________ Due Date: __________

      __________________________________________ Due Date: __________

      __________________________________________ Due Date: __________

   2. Registrar will default the final grade to ________ if the Incomplete grade is not deleted by __________, 20_______. If a date is not specified, the grade will default six weeks after the first day of the following semester.

   3. When the in progress grade is resolved, you must submit an Incomplete Conversion form to the Office of the Registrar to update the student’s academic history.

   __________________________________________

   Instructor (please print)

   __________________________________________

   Instructor’s Signature

I read the above sections, and understand and agree to their terms.

________________________________________ Date: ____________________________

*Student Signature

*If not able to obtain student signature, please send the student an email informing them of their Incomplete grade and default date. **Please attach a copy of the email to this form.**

________________________________________ Date Received: ____________________________

Registrar

This form should be returned to the Registrar’s Office

Updated: 2/12/16