

PETITION FOR INCOMPLETE GRADE

The Academic Standards Committee will consider a Petition for Incomplete Grade when illness or other circumstances beyond a student's control prevent completion of required course work by the due date for the grade. It is a student's responsibility to submit supporting documentation.

An "Incomplete" grade will be removed if all indicated work is completed and a new grade submitted by the last day of registration (tenth day) of the subsequent semester, unless the Academic Standards Committee decides otherwise. An "Incomplete" not removed by that date becomes an "F".

INSTRUCTIONS TO STUDENT: Complete and sign the first part of the form. Attach all relevant supporting documentation. Ask the instructor to complete the relevant section and take the Petition to the Dean of Students. The Dean will forward the form to the Registrar.

Name of Student _____ Class _____

Course _____
Number Section Title

Reasons for Request:

Student's Signature _____ Date _____

Are you on probation? Yes No

INSTRUCTOR'S STATEMENT: I do /do not support this Petition for the following reasons:

Based on the work done to date, at what approximate grade level has the student performed: _____

To complete the course, the student must: _____

If this Petition is not approved, the grade will be _____

Name of Instructor College Signature Date

DEAN OF STUDENTS' STATEMENT: I have discussed this Petition with the student.

Signature Date

ACADEMIC ADVISORS' STATEMENT: I have discussed this Petition with the student.

Signature Date