



GRADE OF INCOMPLETE PETITION FORM

POLICY: A grade of "I" (incomplete) is given when a student has satisfactorily completed a minimum of 80% of the course and its requirements, but is unable to complete the course during the term the course is offered. The student must petition the faculty for an incomplete grade by submitting a "Petition for an Incomplete" form. Incomplete grades should only be issued in the case of illness, bereavement or circumstances beyond the student's control. Incomplete grades should be given only if the student has an approved absence excuse issued by the Center for Academic Success. A student receiving an "I" grade is responsible for completing the course requirements as specified by the instructor, and for seeing that the registrar receives proper notification of the grade change. Whenever possible, the student is encouraged to sit in on the remaining classes and finish the necessary grading requirements by the second week of the term they return. A grade of incomplete that is not converted to a passing grade by the deadline will automatically become a grade of "F." Under extenuating circumstances, an instructor may extend the deadline for an incomplete grade by notifying the registrar in writing of the extension and give a date by which the grade must be resolved; an extension may be no longer than one year, after which time it will convert to a failing grade.

Student Name (please print)

Course Number and Name

Below is what the student has outstanding: _____

EXTENSIONS

Reason for extension: _____

Extension granted until this date (must be a specific date no more than the end of the following term in which the grade was received) _____

After the above date has passed a permanent grade of "F" is to be entered on the student's transcript.

Instructor Signature

Date

Copy made and distributed to student on : _____
Registrar Signature Date