



Petition for Incomplete Grade

Student _____ Student ID# _____
Last First MI

Address _____
Number/Street Apt# City State Zip

Email _____ Phone _____

Class Number _____ Catalog Number _____

Steps for assigning an "I" grade:

- Student meets with instructor to determine conditions of assigning an "I" grade.
- Both student and instructor sign the completed petition.
- When submitting grades into SURF, instructor assigns the grade the student would have received if the terms of the petition had not been met. (Faculty do not have access to assign "I" grades.) **Instructor is required to submit original (white copy) to Admissions and Records.** Once form has been submitted to Admissions and Records, the grade will be changed to an "I" by Admissions and Records staff.
- It is the student's responsibility to complete the terms of the petition. No reminders will be sent.
- Once the terms of the petition have been completed, the instructor will submit a *Grade Change Form* to Admissions and Records.
- If the student does not fulfill the terms of the petition by the designated time limit, the grade will be changed to the grade that would have been assigned without the additional assignments.

Student's reason (s) for "I" grade are: _____

Instructor's conditions (re-enrolling in the class is not acceptable) for removal of the Incomplete are: _____

The grade that will be assigned if the student does not meet the conditions for removal is _____

This grade will be posted to the student's permanent record by Admissions and Records unless the Incomplete has been made up by the end of the following semester.

Instructor Signature _____ PRINT NAME _____ Date _____

Student Signature _____ Date _____

(Student's signature is required unless extenuating circumstances prohibit it. In such cases, student awareness of conditions is implied.)

Incomplete (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one semester following the end of the term in which it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points. The student, with instructor’s concurrence under extenuating circumstances, may request an extension of the time limit for making up the “I” by petitioning to the *Committee on Exceptions*.