



**Student Incomplete Grade Petition Form**

1). The student must have completed a minimum of 75% of course work assigned for the current semester 2). The student must have a passing grade ("D" or better). 3). The student must have extraordinary circumstances for acceptance of this form. 4). If steps 1-3 are present, then the student must complete the following:

- A. Student fills out this form completely, signs it, and gives it to his/her instructor.
- B. Instructors approve or disapprove, sign this form and submit it to the appropriate Division Chair.
- C. The Division Chair approves or disapproves, signs the form and submits it to the Registrar.
- D. Registrar processes the request and confirms its approval (or rejection) to the student.
- E. If form is approved, the student must submit all work listed below to the instructor no later than the agreed upon date.

**To be completed by the student:**

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Student email: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course number and section: \_\_\_\_\_

Semester Taken:  Fall  Spring  Summer Year: 20 \_\_\_\_\_

I have read the above information and request an incomplete in the class listed above for the following reasons (use reverse side if additional space is needed):

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

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student

**To be completed by the Instructor of Record:**

Approve  Disapprove

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In order to remove the incomplete, the student must complete the following specific assignment(s). If this assignment(s) is not complete, the student's grade is: \_\_\_\_\_.**

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

Approve  Disapprove

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Verifying that a copy of this document has been filed in the Office of the Registrar).