



Petition to Receive Incomplete Grade

An incomplete grade is given for circumstances beyond a student's control, and only if at least 75% of the coursework has been completed. Do NOT give an incomplete for the following reasons

Low grade to be raised with extra work

- Student Student must request an incomplete grade from the instructor by completing this form. Please state the reason for the request. The student should then obtain the signature of the Department Chair and submit this form to the instructor.
- Instructor If approved, instructor will then record the incomplete grade via

Online Grade Submission and send this form to the Records Office along with keeping a copy for their records. Upon evaluation of the additional required work, instructor will submit the corresponding final grade on a Change of Grade Request form to the Records Office no later than the succeeding term.

STUDENT INFO
