

COMMUNICATION STUDIES/JOURNALISM DEPARTMENT PETITION FOR "T" (INCOMPLETE) GRADE

Instructions to student:

1. Fill in your name, Sac State ID number, and course information.
2. Print or type reason for requesting an incomplete grade. (Your instructor will provide conditions for removal of incomplete grade if necessary.)
3. Submit form to instructor for approval. (Attach supporting documentation if necessary.)
4. Submit signed form to department office for Department Chair's approval.
5. If approved, the department will retain the original request. A copy will be made available for your personal records. (Be sure to return to the department to pick up your copy.)

Student Name: _____ Phone: _____

Sac State. ID : _____ Semester: _____

5-digit course code	ComS Course #	Section	Units	Instructor Name
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Reason for requesting an incomplete grade:

Condition for removal of incomplete grade:

Instructor's decision:

Approved _____ Denied _____ % of course completed: _____ Estimated grade: _____

Student's Signature: _____ Date: _____

Instructor's Name: _____ (Please print)

Instructor's Signature: _____ Date: _____

Dept. Chair Signature: _____ Date: _____

Grad. Coord. Signature: _____ Date: _____

(required for grad student – add'l paper work in grad file)