



Degree Programs Center

PETITION FOR "I" (INCOMPLETE) GRADE

Last Name

Semester/Year _____

Name (Last, First) _____, _____ SID# _____

Address (Number, Street) _____ Day Phone (____) _____ - _____

(City, State, Zip) _____ E-mail _____

Course No. _____ Course Title _____ Section _____ Units _____

An incomplete grade may be assigned only in those cases where the faculty member and the Department Chair conclude that, for acceptable reasons, a clearly identifiable portion of the coursework cannot be completed by the student within the academic term. The student must be **receiving at least a "C" grade on all other work**. It is the responsibility of the student to bring pertinent information to the faculty member and to reach agreement on the means by which the remaining requirement will be satisfied. The incomplete must be completed by the date indicated below, or within 12 months of the end of the term in which it was assigned, or it will convert to an "F" grade. **An "I" cannot be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements.**

INSTRUCTIONS:

1. Student completes top portion of the form.
2. Student submits form to the faculty member.
3. Student signs and submits completed form to the appropriate department office.

It is requested that an "I" (Incomplete) grade be assigned for this course for the following unforeseen reason(s):

.....

TO BE COMPLETED BY THE FACULTY MEMBER

Conditions for Removal of Incomplete Grade

Coursework/assignments needed to complete course requirements: _____

Percentage of course completed: _____

Grade to the point that the incomplete grade was given: _____

Date by which remaining coursework must be completed: _____

How the grade from the incomplete coursework will be incorporated to arrive at the final course grade (BE SPECIFIC):

.....

Student's Signature _____

Department Chair's Signature _____ Approved Denied

Faculty Member's Signature _____ Approved Denied

(I have reviewed the petition and find it conforms to the College of Business Administration Policy.)

First Name

M.I.