

**PETITION FOR "I" (INCOMPLETE) GRADE**

**Must be completed BEFORE Assigning the "I" grade and submitted to the Government Department**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Student ID: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

COURSE: \_\_\_\_\_ SECTION: \_\_\_\_\_ UNITS: \_\_\_\_\_

**INSTRUCTIONS (STUDENT):**

- ✓ Fill in all information on top portion of form.
- ✓ Print or type reason for request.
- ✓ Discuss with professor terms for completion and print or type terms.
- ✓ Sign and obtain professor's signature and turn in to Government department office for Chair's signature. After all parties have signed, the original is filed in the department office and both the student and the professor retain a copy of the petition for their records.

**REASON FOR INCOMPLETE REQUEST:**

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

**TERMS FOR COMPLETION AND REMOVAL OF INCOMPLETE GRADE:**

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

**DEADLINE FOR COMPLETION (In most circumstances should not exceed 30 days. Automatic "F" grade after one year):**

**Date of completion:** \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PROFESSOR'S SIGNATURE: \_\_\_\_\_

DEPARTMENT CHAIR'S SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_