COMMUNICATION STUDIES/JOURNALISM DEPARTMENT
PETITION FOR “I” (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

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)

Revised 7/28/11