



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

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Class number** \_\_\_\_\_ **Course #** \_\_\_\_\_ **Section #** \_\_\_\_\_ **Units** \_\_\_\_\_

**INSTRUCTIONS:**

1. Fill out form completely.
2. Submit form to instructor for approval.
3. Submit form to department office for department chair's approval.
4. If approved, retain a copy for you files.

**REASON(S) FOR REQUESTING AN INCOMPLETE GRADE:**

**CONDITION(S) FOR REMOVAL OF INCOMPLETE GRADE:**

**DUE DATE FOR COMPLETION:** \_\_\_\_\_

**Signatures Required:**

**Instructor's**  Approval  
 Disapproval

**Student's** \_\_\_\_\_

**Instructor's** \_\_\_\_\_

**% of course completed** \_\_\_\_\_

**Department Chair's** \_\_\_\_\_

## **INCOMPLETE GRADES**

University policy states: “The symbol “I” (Incomplete) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, and that there is still a possibility of earning credit. (Note that students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an “I”.) It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements, which must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the incomplete must be in writing and placed on file with the appropriate academic department until the incomplete is removed or the time limit passed. The instructor assigns a final grade when the work agreed upon has been completed and evaluated.

“An I (incomplete) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. **An incomplete must be made up within 12 months of the end of the term in which it was assigned.** This limitation prevails whether or not the student maintains continuous enrollment. **Failure to complete the assigned work will result in an Incomplete being changed to an F.**” (Catalog 1996-98, pages 78-79)