

RHETORIC AND FILM ADMINISTRATION

PETITION TO RECEIVE AN INCOMPLETE GRADE

University policy states that a student qualifies for a grade of "I" only if (1) the work already completed is of passing quality, and (2) the reason for requesting the Incomplete is for reasons beyond the student's control (for example illness). It is the responsibility of the student to see that all required work is completed and that the deadline is met.

COMPLETION DEADLINES

Fall Semester: The first day of instruction of the following fall semester.

Spring Semester or Summer Session: The first day of instruction of the following spring semester.

The student submits a Petition to Remove an Incomplete Grade to officially remove the "I" grade when the work has been completed.

Student's Name: _____ SID: _____

Course & Section #: _____

Instructor _____ Semester and Year _____

Reason for requesting an Incomplete grade:

Grade in course to date: _____ % of final grade: _____

Description of the work to be completed:

% of final grade: _____

Date by which work is to be completed: _____

Instructor Signature

Date

Student Signature

Date

RETURN TO THE RHETORIC & FILM ADMIN. UNDERGRADUATE ADVISOR, 7406 DWINELLE HALL