

Department 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 agreed upon deadline is met.

COMPLETION DEADLINES

- When the Incomplete is taken in fall semester, the resolved final grade must be filed with the university prior to the first day of instruction of the following fall semester.
- When an Incomplete is taken in spring semester or during summer session, the resolved final grade must be filed with the university prior to the first day of instruction of the following spring semester.
- ****PLEASE NOTE: This means the student must turn the outstanding work in to the instructor with enough time for the instructor to grade the work and submit a final grade in Cal Central to resolve the Incomplete.**

To the instructor:

Please fill in the following information and sign at the bottom of this form. Email a copy of this signed form to the Undergraduate Major Advisor, Grayson Johnston, as well as to the student. Please also attach the assignment sheets for the outstanding assignments that the student needs to complete, so that the department has a record of this information in the event that you become unavailable as the student is resolving this Incomplete. The advisor will keep all this information in the student's department file for future reference.

Student's Name: _____ SID: _____
Course & Section #: _____
Semester and Year _____ Instructor name: _____
Instructor's best contact information: _____
Reason student is requesting an Incomplete grade: _____

Grade in course to date: _____
% of final grade completed: _____
List of the work to be completed: _____

% of final grade remaining: _____
Date by which work is to be submitted to instructor: _____

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| _____ Instructor Signature | _____ Date |
| _____ Student Signature | _____ Date |
| _____ Undergraduate Major Advisor Signature | _____ Date |