

PETITION FOR AN INCOMPLETE GRADE

Instructions: In accordance with University policy and the status of limitations governing grade changes, a grade of “INC” may be entered for a student who has completed at least 70% of required coursework, at the time grades are submitted for the course. The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed upon by the instructor and the student and noted on this form to be filed with the Graduate College. If the grade is not submitted within one year, the “INC” will turn into an “F” on the student's record and will be reflected in the student's GPA. The grade of “F” will be considered a permanent grade unless there are extenuating circumstances.

Students who are on probation or planning to graduate cannot be offered an “INC” grade. Instead, the grade of “NGR” or No Grade Reported should be awarded temporarily to be converted into a regular grade by the end of the first week of the following quarter and not at the end of that quarter, as is in the case for all other students.

Student Name: _____ **Student ID Number:** _____

Term course was taken: _____ Fall _____ Winter _____ Spring _____ Summer

Academic Year course was taken (e.g. 2014-2015): _____

Course Title: _____

Course ID and Number (e.g. EDUC 775): _____

Current Academic Standing (Select all that apply):

_____ Good Standing

_____ On Probation/Continued On Probation*

_____ Graduating Term*

**Cannot be offered an “INC” grade. Instead, an “NGR” grade should be used*

Reason for Incomplete:

Student's Signature: _____ **Date:** _____

Name of Instructor: _____ **Department:** _____

Conditions for Course Completion:

Expected Completion Date†: _____

†Date should fall within one calendar year of the “INC” assignment though it is preferred to be sooner.

Instructor’s Signature: _____ **Date:** _____

Graduate College: _____ **Date:** _____