



**Petition for Incomplete**

**Academic Term:**  FA \_\_\_  SP \_\_\_

This Petition for Incomplete form must be completed and signed by all concerned parties and filed with the IBS Registrar by the last day of the semester. Please review the academic policy stated below.

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Course # \_\_\_\_\_ Full Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor's email \_\_\_\_\_

Work is Due: \_\_\_\_\_ Final Grade Due: \_\_\_\_\_

**Academic Policy: Incompletes**

- Permission to take an incomplete in a course is by petition only.
- Petitions must be made no later than the last day of instruction. Failure to file an incomplete form by this time will result in a failing grade for the course.
- An Incomplete (I) grade must be made up within three weeks of the end of the current semester. (No later than the 3rd Friday after the last day of the term.)
- Faculty must turn in the grade three weeks after the submission of the student's work. (No later than the 6th Friday after the last day of the term.)
- If no grade is turned in by the end of the sixth week after the semester ends, the "I" will automatically change to a grade of "F" and will not count toward graduation requirements (i.e., no credit is earned for the course, it counts as a 0 for GPA). This becomes the student's permanent grade for the course. The course can be repeated when it is offered at a later time; however, the failing grade remains on the student's transcript.

*I have read and understand the Academic Policy on Incompletes as detailed above, and I agree to meet the required obligations and deadlines. My signature below indicates my agreement to comply with the above listed stipulations.*

_____	_____
<i>Signature, Student</i>	<i>Date</i>
_____	_____
<i>Signature, Instructor</i>	<i>Date</i>
_____	_____
<i>Approved by: Signature, Dean</i>	<i>Date</i>

Submit completed form to the IBS Registrar by the last day of the semester. Thank