University of San Francisco  School of Law
Petition for Incomplete

Name ________________________________________    1, 2, 3, 4, LLM, MLST, Part-Time / Full-Time  (Circle One)

Class:  Part-Time / Full-Time  (Circle One)

Student ID Number: ________ Telephone number: (____)_______-________

I hereby petition to receive an “incomplete” in lieu of a grade in the following course(s):
☐ Upper Level Research & Writing Requirement (only)    Instructor & CRN: _________________________

Note: If you need an incomplete in the WR AND the course, you must also request an incomplete for the course, by entering course info below.

☐ Course: _______________________________    Instructor & CRN: _______________________________

☐ Directed Research    Instructor & CRN: _____________________________

Current Semester: 20 ____ _____    ☐ FALL    ☐ SPRING    ☐ SUMMER

Reason: __________________________________________________________________________________________
_____________________________________________________________________________________________________
___________________________________________________________________________________________

I understand that if I receive an “incomplete” in the foregoing course, I shall not receive unit credit for it for any purpose unless and until the course is satisfactorily completed.

I further understand that the course must be completed to the instructor’s satisfaction and the grade received therefore on or prior to the last official day of the grading period for the next succeeding semester following that in which this “incomplete” is taken. In the event that a grade is not reported to the Registrar by said date, a grade of “F” (or “No Credit” as applicable) for this course shall be entered upon my official transcript of record.

The routing procedure for filing this petition is as follows: (1) Student signs form. (2) Petition must be approved and signed by Instructor. (3) Form is submitted to the Law Registrar by student and filed no later than the last day of classes.

____________________________________________    __________________________________
Student Signature    Date

Procedure:

1) Student must obtain instructor’s signature of approval.

____________________________________________    __________________________________
Instructor    Date

2) Student must submit signed form to the Law Registrar (KN 220) for review / final approval.

____________________________________________    __________________________________
Law Registrar    Date

Special Conditions: __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

3) If approved, Law Registrar’s Office will process the petition and notify the student and instructor.

Law Registrar’s Staff Signature: ___________________________ Date Processed: _________________________

Course Work Completed/ Grade Received by: ___________ Date: _________________________

Received ____________________    Initials ________