Petition for Incomplete

Name ____________________________

Class: 1, 2, 3, 4, LLM (Circle One)

Division: 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 Assistant Dean by student and filed no later than the last day of classes.

____________________________________________  _______________________________
Student Signature                                Date

Procedure:

1) Student must obtain instructors signature of approval.

____________________________________________  _______________________________
Instructor                                             Date

2) Student must submit signed form to assistant Dean Benhardt (KN 328) for her review/final approval.

____________________________________________  _______________________________
Assistant Dean                                Date

Deans’ Conditions: _________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

3) If approved, Assistant Dean will route to Law Registrar office wherein change will be processed.

Registrar Records Coordinator Signature: ____________________________ Date Processed: _______________________

Course Work Completed/ Grade Received by: _________ Date: ____________________

____________________________________________  _______________________________
Received ________________________      Initials _______         Processed ________________________        Initials _______