



# Petition for Incomplete

Name \_\_\_\_\_

Class: \_\_\_\_\_

Division: \_\_\_\_\_

Student ID Number:

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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: \_\_\_\_\_  
*Course title*

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 \_\_\_\_\_