

## Graduate Petition for an Incomplete Grade

**INCOMPLETE GRADE POLICY:** A grade of 'Incomplete' may be assigned only when a student's work is currently of passing quality but is unfinished due to circumstances beyond the student's control, such as sudden illness. An 'Incomplete' may NOT be assigned simply because a student needs additional time to complete course requirements.

Social Welfare graduate students with more than two Incompletes are not considered in good academic standing, and may face probation and dismissal. **Master's** students must remove all Incompletes in required courses in order to receive their degrees. **Doctoral** students are not eligible to apply to the Qualifying Examination or advancement to candidacy if they have more than two Incompletes. Any student with three or more Incompletes is ineligible to hold an academic student appointment (i.e., GSI, GSR, Reader).

**TO REQUEST AN 'INCOMPLETE' GRADE:** The student and the course instructor must confer about circumstances warranting an Incomplete, and together complete and sign this petition prior to the date of the final exam or final course requirement. Return this completed form by emailing to the Graduate Student Affairs Officer (GSAO).

### STUDENT INFORMATION

<b>FIRST &amp; LAST NAME</b>		<b>SID #</b>	
<b>E-MAIL</b>		<b>PHONE #</b>	

### REQUEST FOR AN INCOMPLETE GRADE IN THE FOLLOWING COURSE:

Class Number (Five-Digit #)	Course Number (i.e. SOCWEL 282)	Course Title

<b>PLEASE LIST ALL COURSE ASSIGNMENTS REQUIRED TO RESOLVE THE INCOMPLETE.</b>	
<input type="checkbox"/>	<b>PLEASE ATTACH A DESCRIPTION OF YOUR REASON FOR REQUESTING AN INCOMPLETE GRADE AND HOW IT MEETS THE GRADUATE DIVISION POLICY LISTED ABOVE.</b>

### STUDENT'S SIGNATURE

<div style="text-align: right; margin-right: 20px;">_____</div>	<div style="text-align: right; margin-right: 20px;">_____</div>
<b>SIGNATURE</b>	<b>DATE</b>

### INSTRUCTOR'S SIGNATURE

<div style="text-align: right; margin-right: 20px;">_____</div>	<div style="text-align: right; margin-right: 20px;">_____</div>
<b>SIGNATURE</b>	<b>DATE</b>