



**Petition for an Incomplete (I) Grade**

- The Petition for an Incomplete Grade must be completed by the student in consultation with the course instructor.
- Incomplete grades must be resolved within 30 calendar days after the last day of the semester.
- Please see the HCHC catalogues for detailed information regarding incomplete grades.
- Completed and approved petitions must be filed in the Registrar’s Office no later than the last day of class. *Advisor is to make 3 copies of this form when all signatures have been obtained.*

**Required Information**

\_\_\_\_\_

*Student Last Name* *Student First Name* *Date*

\_\_\_\_\_

*Student Program and/or Major*

\_\_\_\_\_

*Course Number and Course Title*

Course Semester:     Fall             Spring             Summer

Year: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

1. Work to be completed for the course: (Describe in full or provide a syllabus with the item(s) due as marked.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Criteria for evaluating the work to be submitted: (Professor can provide handout given to the class.)

\_\_\_\_\_  
\_\_\_\_\_

3. Reason for granting the Incomplete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature**

Student Signature: \_\_\_\_\_

**Instructor and Advisor Approval of Incomplete**

Instructor Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**HCHC Internal Use Only**

Registrar’s Office Process Date: \_\_\_\_\_ Initials: \_\_\_\_\_