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

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Date</th>
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**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: __________

Hellenic College Holy Cross • Office of the Registrar • 50 Goddard Avenue • Brookline, MA 02445