Hellenic College Holy Cross
Greek Orthodox School of Theology

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: _____