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.

<table>
<thead>
<tr>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Last Name</td>
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<tr>
<td>Student Program and/or Major</td>
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<tr>
<td>Course Number and Course Title</td>
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</tbody>
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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: ______________________________________

Instructor and Advisor Approval of Incomplete

Instructor Signature: ______________________________________
Advisor Signature: ______________________________________

Student Signature: ______________________________________

Instructor and Advisor Approval of Incomplete

Registrar’s Office Process Date: _____________    Initials: __________