



Petition for Incomplete

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7230

- This Petition is Due with All Signatures Before the End of Class (or beginning of final exams)!
- Students must have completed at least 50% of all coursework to be eligible to petition.
- Upon completion of this petition, present it to the Instructor and the Dean of the College for signature and then turn it in to the Registrar's Office.

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Student's Name (please print) _____ ID# _____

Course Number _____ Course Title _____

Instructor _____ Term _____ Year _____

Itemized coursework outstanding (instructor):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Estimated time (in hours) required for the instructor to grade remaining student work for this Incomplete? (Typically, this is in the 1-5 hour range): _____

Since the required work for the above class cannot be completed in regular time, I herewith petition for a temporary grade at the close of the current class. I understand that to receive the permanent grade, the work must be completed within six (6) weeks from the last day of the class. If this is not accomplished, the temporary grade for the course will be recorded as the final grade earned.

The reason for this request is as follows:

Student's Signature _____ Date _____

CERTIFICATION OF INCOMPLETE: This will certify that the above request is satisfactory.

Grade earned if no further work is completed: _____

Date _____ Instructor's Signature _____

Date _____ Instructor's Signature _____