



Petition for Incomplete Grade

University of Baltimore • Records Office • 1420 N. Charles Street • Baltimore, MD 21201
FAX: 410-837-4820 • Records@ubalt.edu

Last Name:		Student ID:	
First Name:		Semester:	
Phone Number:		Course Title:	
		Course Number:	

Please Note:

It is the student’s responsibility to complete the required work and have it submitted to the instructor in sufficient time for the instructor to comply with the deadlines stated below: The “I” grade will be changed to an “F” grade if a grade change form is not submitted to the Records Office by the following schedule:

Graduating students must resolve all “I” grades no later than sixty (60) days following the last day of final exams of their last semester.

	Graduate/Undergraduate	Law
Fall :	May 1	March 1
Spring :	December 1	August 1
Summer :	December 1	October 1

Reason for Request: _____

Work to Be Completed: _____

	Date
Work is due:	
Student’s Signature:	
Instructor’s Signature:	
Dean’s Signature:	