

# Petition for Incomplete Grade Undergraduate/Graduate

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

UB Email: \_\_\_\_\_

The incomplete "I" grade is given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. This form must be completed in its entirety and signed by both the instructor and student prior to submitting it to the Deans office approval.

Program

School

Undergraduate       Yale Gordon College of Arts and Sciences       Robert G. Merrick School of Business

Graduate       College of Public Affairs

Course number and title: \_\_\_\_\_ Term/Semester: \_\_\_\_\_

Reason for requesting an incomplete grade: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

The "I" grade is a temporary grade. If a grade change form is not received by the Office of Records and Registration, the "I" grade will be changed to an "F" grade according to the schedule below:

**Fall "I" grades will change to an "F" grade on May 1**

**Spring "I" grades will change to an "F" grade on December 1**

**Summer "I" grades will change to an "F" grade on December 1**

It is the student's responsibility to work with the instructor to determine a due date for materials, so that grading and processing will be complete prior to the "I" to "F" grade change process.

Graduating students must resolve all incomplete grades no later than (60) days following the last day of the student's last semester; otherwise, the student graduation application will be withdrawn and a new application will be required for the following semester.

*Digital/Electronic signatures are acceptable and email may be used for documentation.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dean's Representative Name: \_\_\_\_\_

Dean/Dean's Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_