

Petition for an Incomplete

Petitioning an incomplete does not guarantee approval. An incomplete is considered only in cases of serious medical emergencies or unforeseen circumstances. Students must submit a separate petition form for each course in which they're seeking an incomplete. Forms must be submitted to the One Stop by the last day of a semester.

To request an incomplete:

Obtain a petition form either online or at the One Stop. Complete the form and secure the instructor's signature of recommendation below. An incomplete will not be considered or granted without written recommendation of the instructor. Students must provide documentation that supports a medical emergency or other unforeseen circumstances. An incomplete will not be considered or granted without approved documentation on file. Final approval will be granted by the Director of Advising and/or the Registrar. Students will be contacted by email with a decision.

To resolve an incomplete and receive a final grade if petition is granted:

All work for granted incompletes must be submitted, and grades converted, per the following schedule: Students must complete the work and submit it to the faculty member no more than 5 weeks from the last day of the semester for which the incomplete was granted. The instructor may require an earlier due date at his/her discretion. Late work will not be accepted. **After the 5th week**, faculty has **1 week** to grade incomplete work. Faculty must obtain a Grade Change Form at the One Stop and submit Grade Change Form to the course school dean for signature. The Dean must submit the form to the One Stop to post the revised grade. Incompletes remaining on a student's record will be converted to Failure (F) after 6 weeks. There are no exceptions to the 6 week deadline.

Part I – TO BE COMPLETED BY THE STUDENT

Last Name	First	Middle	
_____	_____	_____	_____
CCAD ID Number		Phone	_____
_____		_____	_____
Course ID Number		Course Title	_____
_____		_____	_____
Student Signature	_____	Date	_____

Part II – TO BE COMPLETED BY INSTRUCTOR OF RECORD

In recommending an incomplete, the faculty member must acknowledge his/her responsibility for resolving the incomplete grade under the policy guidelines outlined above. Recommendation for an incomplete does not guarantee approval. An incomplete is considered only in cases of serious medical emergencies or unforeseen circumstances.

Instructor Name	_____		
_____	_____	Course Title	_____
Course ID Number		_____	_____
_____		_____	_____
Instructor Signature	_____	Date	_____

Part III - **OFFICE USE ONLY TO BE COMPLETED BY THE DIRECTOR OF ADVISING AND/OR REGISTRAR**

APPROVE DENY

Signature of Director of Advising or Registrar	_____	Date	_____
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