

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 Registrar by the last day of a semester send all forms to Registrar@ccad.edu.

To request an incomplete:

Obtain a petition form either online or at the Registrar's Office. 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 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 4 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 4th week, faculty has **1 week** to grade incomplete work. Faculty can email the Registrar to change the students grade Registrar@ccad.edu. Incompletes remaining on a student's record will be converted to Failure (F) after 5 weeks. There are no exceptions to the 5 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 ID Number	_____ Course Title
_____ Instructor Signature	_____ Date

Part III - **OFFICE USE ONLY TO BE COMPLETED BY THE DIRECTOR OF REGISTRAR**

☐ APPROVE ☐ DENY

_____ Signature of Registrar	_____ Date
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5/5/2021