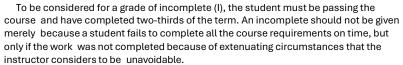
Petition to Receive Incomplete Grade





The instructor has the discretion to determine when the incomplete must be removed, but that date can be no later than the end of the following semester. It is the responsibility of the student to meet prearranged deadlines for timely completion of any incomplete grades.

Name (print)	_KC ID #	Date
Address		
City	_StateZ	IP
Signature	_Date	
Course for which the grade of incomplete is requested:		
Prefix and numberTitle		Credits
TERM □Fall □Spring □Summer Year		
REASON FOR THE REQUEST TO RECEIVE A GRADE OF INCOMPLETE (if reason is poor health, please attach note from physician):		
Student signature		
TO BE COMPLETED BY INSTRUCTOR		
Additional work required to clear the incomplete:		
If additional required work is not turned in by	, the grad	de ofwill be assigned.
(Note: date can be no later than the end of the next semester)		
Instructor's signature	Date	
Program chairperson's signature	Date	

REMOVAL OF INCOMPLETE

- 1. If request is approved, instructor must submit an I grade, as well as the grade the student will receive if the deficiency is not removed within the specified time limit, on the semester's final grade roster.
- 2. Upon evaluation of the required additional work, the instructor must submit the revised grade on a Change of Grade Voucher to the Records Office.