

## Petition to Receive Incomplete Grade



To be considered for a grade of incomplete (I), the student must be passing the course and have completed two-thirds of the term. An incomplete should not be given merely because a student fails to complete all the course requirements on time, but only if the work was not completed because of extenuating circumstances that the instructor considers to be unavoidable.

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 \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Course for which the grade of incomplete is requested:

Prefix and number \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

TERM  Fall  Spring  Summer Year \_\_\_\_\_

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### REASON FOR THE REQUEST TO RECEIVE A GRADE OF INCOMPLETE (if reason is poor health, please attach note from physician):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature \_\_\_\_\_

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### TO BE COMPLETED BY INSTRUCTOR

Additional work required to clear the incomplete: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If additional required work is not turned in by \_\_\_\_\_, the grade of \_\_\_\_\_ will be assigned.

(Note: date can be no later than the end of the next semester)

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Program chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_

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### 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.