



*Petition for Incomplete Grade*

Today's Date \_\_\_\_\_

Student's name \_\_\_\_\_ ID number \_\_\_\_\_

Student's Email Address \_\_\_\_\_ Phone: \_\_\_\_\_

Circle year:      1L          2L          3L          LLM                      Anticipated graduation date: \_\_\_\_\_

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The above named student will be taking an Incomplete grade in the following course:

COURSE NAME & NO. \_\_\_\_\_ UNITS \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

A student who receives an incomplete in a course must complete the work within the time specified by the instructor, but in **no event later than the last day of the second succeeding semester**. When the student satisfactorily completes the course work, the instructor will change the incomplete to a regular grade, and the student will receive credit for the course. Students who do not satisfactorily complete the course work within the time limit will receive no credit for the course, and the incomplete will be treated as an F in computing the grade point average.

**FOR THE INSTRUCTOR:**

Deadline extended until: \_\_\_\_\_ (No later than 2 succeeding semesters).

Instructor's approval: \_\_\_\_\_ DATE \_\_\_\_\_

Student's signature: \_\_\_\_\_ DATE \_\_\_\_\_