



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: _____

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: _____ (Recommend no later than the end of the next semester).

Instructor's approval: _____ DATE _____

Student's signature: _____ DATE _____