

Last Name	First	Middle	University ID Number or SS Number	Telephone
Street Address and Apt. Number			City	State
				Zip Code

LA SIERRA UNIVERSITY

Office of the Registrar

PETITION TO RECEIVE INCOMPLETE GRADE

University Incomplete Grade Policy and Procedure:

- Grant Incomplete grades only in an emergency situation beyond a student's control.
- The reporting and removing of incompletes is inconvenient and costly to the student, the instructor and the Office of the Registrar.
DO NOT give an incomplete grade for:
 - Completion of less than 75% of class requirements
 - A remedy for overload
 - Failure of final examination
 - Absence from final examination for other than an emergency situation
 - Low grade to be raised with extra work
- University policy states that a student must request an incomplete grade from the instructor by completing the *Petition to Receive Incomplete Grade*, and state the reason for the request. The student should then obtain the instructor's and department chairman's signature and file the form with the instructor. If approved, the instructor will then report the incomplete grade on the *Instructor Grade Report* as well as the grade which the student will receive if the deficiency is not removed within the time limit.
- The original copy of the *Petition to Receive Incomplete Grade* will be filed by the instructor with the accompanying *Instructor Grade Report* in the Office of the Registrar. The other two copies are for the instructor and the student.
- Upon evaluation of the required work which is due on the date agreed upon, the instructor will turn in the corresponding final grade on a *Change of Grade Voucher* to the Office of the Registrar no later than the final day when grades are due the succeeding term.

ACADEMIC LEVEL: Fr. So. Jr. Sr. Graduate Non-Degree SCHOOL: CAS SBM SE SR CLL
 TERM IN WHICH COURSE TAKEN: Summer Fall Winter Spring 20____

Course Prefix	Course Number	Course Title	Units	Instructor's Name

REASON FOR THE INCOMPLETE REQUEST (If poor health, attach note from physician):

Student's Signature

Date

To be completed by instructor:

ADDITIONAL WORK REQUIRED TO CLEAR THE INCOMPLETE:

IF ADDITIONAL WORK IS NOT TURNED IN BY _____ THE GRADE FOR THE COURSE WILL BE _____
 (Date no later than the beginning of the regular examination week for the following term.)

Instructor's Signature

Date

Department Chair Signature

Date