

PETITION FOR INCOMPLETE GRADE

AURORA UNIVERSITY

Under Aurora University regulations, a student who has done satisfactory work in a course but has not completed some of the specific course requirements may petition to receive a grade of "I" (incomplete). **A grade of "I" may be assigned only in cases of illness, accident, or other catastrophic occurrence beyond the student's control.** All work must be completed by the deadlines specified by the instructor, which must be on or before the last day of the fourth week of classes in the next term, excluding summer session. The instructor must turn in the grade within one week after the deadline for the student to receive credit.

TO BE COMPLETED BY STUDENT:

I, _____ ID# _____, understand this regulation and request a grade of
(Name of student)
INCOMPLETE for the following course:

_____ Instructor
Course Number Course Title
Term _____ Year _____ Aurora University E-mail Address _____

Student's reason for requesting Incomplete:

TO BE COMPLETED BY INSTRUCTOR: Work to be completed by student, with dates for each item:

Final deadline (on or before the last day of the fourth week of the next term)

Conditions accepted: _____
Signature of student Date

Approved: _____
Signature of instructor Date

Approved/Denied _____
Signature of academic dean Date

UPON COMPLETION: Send this form to the Registrar's Office. "I" grades will not be entered without receipt of this form with the academic dean's approval.

OFFICE USE: Copies to be distributed to:

_____ Course Instructor _____ Dean _____ Student _____ Registrar