



Petition for Incomplete Grade Form

Office of the Registrar
1409 N. Walnut Grove Ave.
Rosemead, CA 91770
1-626-571-8811 ~ 1-626-571-1413 fax

All requests for incomplete grades must be submitted prior to the end of the course the student is requesting an "I" grade for. To qualify for an incomplete grade a student must have extenuating circumstances that would prevent the student from completing the coursework. **The deadline, given by the lecturer, but must be within one year of the start of the semester for which the "I" was received.** For further information regarding the "I" grade policies please review the UWest catalog.

To be completed by student:

Last Name: _____ First Name: _____ Student-ID #: _____

Course Code: _____ Course Name: _____
(e.g. PSY 420)

Semester/ Year course was taken: _____ Instructor Name: _____
(e.g. Fall 2006)

Reason for Request: _____

Student Signature: _____ Date: _____

To be completed by instructor:

Approve Request Deny Request

Student Work Due Date: _____
(1 year policy per catalog)

List incomplete work and how it is to be completed:

Instructor Signature: _____ Date: _____

Administrative Approvals:

Students are responsible for obtaining all signatures before submitting to the registrar's office

Department Chair Signature: _____ Date: _____

Dean of Academic Affairs Signature: _____ Date: _____

For Office Use Only

Registrar office: _____ Date New Grade Processed: _____