

**PCS Undergraduate Student Petition for Grade of INCOMPLETE**  
(must be submitted to instructor prior to the end of the final examination period)

The grade of INC is temporary and may only be requested by the student once at least 50 percent of the coursework is completed. The granting of requests for a grade of Incomplete is not automatic and will not be considered for invalid reasons such as needing more time to complete the required work, problems with Internet access, or travel, etc. Final approval is required by the dean's designated approver(s).

On completion of the course requirements, the INC will, after the instructor's review, be removed and replaced by a permanent grade by the date specified in the academic calendar. **If the work is not submitted by the student by the due date, or if a change of grade option is not completed by the instructor in the faculty portal on or before the deadline date(s) specified in the academic calendar, the INC will automatically be replaced by a grade of F.**

Name of Student: \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_  
 Student's Home School/Year of Graduation: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Name of Instructor: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
 Student phone/email: \_\_\_\_\_  
 Term/Year Course Taken: \_\_\_\_\_  
 Course Number (and section): \_\_\_\_\_  
 Instructor phone/email: \_\_\_\_\_

Reason for requesting incomplete (attach supporting documentation)

Worksheet for Description and Percentage of Missing Work

Detailed description of assignment(s) yet to be completed	Due date	Percentage(s) of the course grade for each assignment

A. Percentage of missing work: (Entered from worksheet above) \_\_\_\_\_

B. Percentage of course completed: \_\_\_\_\_

**TOTAL:** (A+B) = \_\_\_\_\_ 100%

Course grade to date: \_\_\_\_\_. Highest possible course grade if missing work is done in the best manner possible: \_\_\_\_\_. Please provide a detailed description of all assignment(s) yet to be completed, their respective due dates, and percentage(s) of the course grade for each assignment.

The grade of INC is temporary and may only be requested by the student once at least 50 percent of the coursework is completed.

We are aware of the deadline for removal of a grade of Incomplete for this course, which is listed in the current academic calendar, and we have agreed to a date prior to that deadline for submission of the required work.

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

Instructor's signature: \_\_\_\_\_