



PETITION FOR INCOMPLETE

DUE by the last Wednesday of the Term.

Action Items:

1. Sign and save complete form as a PDF with the file name: [YearTerm].[PetInc].[Your first name last name] (ex: 2021SP.PforInc.Stu Learner).
2. **Email Instructor completed form for approval.**
3. When approved, the Instructor will change student status to Incomplete in Populi and forward form to registrar.

PLEASE NOTE: Incompletes may impact a student's ability to access Financial Aid.

Academic Term: _____ Year: _____

Student Name: _____

Student Legal Name if Different: _____

Course Number: _____

Course Title: _____

Instructor: _____

SKSM Policy: Students are responsible for finishing their work within the term.

Incomplete work is due to the instructor three weeks after the term.

The instructor is required to submit a new grade to the Registrar by the 6th Friday after the end of the term. If no new grade is received by the end of the 6th week, the incomplete grade becomes an "F".

I understand the policy and agree to meet the required obligations and deadlines.

*Student Initials: _____

Date Work Due: _____
(No later than the 3rd Friday after last day of the term)

*Student Signature: _____ Date: _____

Final Grade Due: _____
(No later than the 6th Friday after last day of the term)

*Instructor's Signature: _____ Date: _____

Approval:

*Registrar Signature: _____ Date: _____

Required when beyond six weeks:

Signature of Dean of the Faculty _____ Date: _____

***Required**