**PETITION FOR AN INCOMPLETE GRADE**

(Please Print)

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$25 Fee Paid: \_\_\_\_\_\_\_\_\_\_\_\_

Name:  Term/Year:

NTS Degree: \_\_\_ \_ Cumulative GPA: 

Course proposed:

  \_\_\_\_\_\_\_\_

Number Course Title/Professor Hours

Reason for Request (give full details – need, rationale, appropriateness, etc.):



**INSTRUCTIONS**

1. This form must be submitted to the Registrar & Office of Admissions by the Thursday prior to the final week of class.
2. Submit one form for each course.
3. Incomplete work is due the following term on these dates: Fall Semester Incomplete work is due no later than April 20. Spring Semester Incomplete work is due no later than August 1. Summer School Incomplete work is due no later than November 30.
4. The due date for grades for incomplete work is the due date of grades for the following term. (Fall Incomplete grade are due with the following Spring grades; Spring incomplete grades are due with Summer grades; Summer incomplete grades are due with the following Fall grades.)

I understand that the due date for the late work and/or make-up exam(s) is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY THE PROFESSOR**

Assignment(s) and/or exam(s) required to remove the “I” grade:



If above conditions are not met by the above due date, the grade for the course will be: \_\_\_\_\_\_\_\_\_\_

THE USUAL PENALTIES FOR LATE WORK WILL BE APPLIED AT THE PROFESSOR’S DISCRETION.

Professor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_