

PETITION FOR REMOVAL OF INCOMPLETE

A separate petition must be filed for each course, including labs requiring a grade

These steps must be followed in order:

Step 1) Complete and sign the top portion of the form. By signing the petition, you agree to have the \$10 non-refundable filing fee assessed to your UCSC account. The fee will be posted once the final grade is entered online the instructor.

Step 2) **Submit this petition to your Instructor.**

Coursework must be completed and submitted to your instructor within one quarter of your enrollment in the class. Graduate students must complete and submit coursework by the end of the third quarter in which the incomplete was received. (Both: Excludes Summer Session) Your Instructor may set an earlier deadline for submission of work.

The Instructor will submit a new grade on his or her grade roster on MyUCSC.

A \$10 non-refundable filing fee will be assessed to your UCSC account.

PETITION FOR REMOVAL OF INCOMPLETE

Please print or type

Student Name _____

Student I.D. Number _____

Phone _____

Email Address _____

Course ID _____ Class Number _____

Quarter & Year Taken _____

Abbreviated Course Title _____

Credits _____

Instructor _____

Letter grade requested at time of enrollment? Yes / No

Signature _____

Date _____

TO THE INSTRUCTOR: You should receive this petition and coursework to remove the incomplete within one/three quarters of the student's enrollment in the class. Credit cannot be granted for work completed after the deadline. **Enter the new grade on your grade roster with the completion date.** If you were unable to change the "I" grade on your faculty portal, submit this completed petition to your department. The department will forward the final approval to the Office of the Registrar.

*To remove an incomplete after the deadline for a graduate student with extenuating circumstances, submit this completed petition with a request to the chair. The chair will forward final approval to the Office of the Registrar.

Enter the following information in your grade roster on MyUCSC. Retain this form for your records.

Coursework completed on (date) _____ / _____ / _____

Change assigned grade of **I** to a grade of _____

Instructor Signature _____ Date _____

Course-Sponsoring Agency (*or Chair) _____ Date _____

Records Adviser _____ Date _____