

Chadron State College

Petition for Incomplete Grade

A student may petition for a grade of Incomplete only when the student has a justifiable reason for his or her inability to complete the course. This may include, but not be limited to, military activation after the 2nd week of the semester, significant and long-term illness which is documented by School Nurse and physician records, etc.

Failure to complete a course within the semester may impact Financial Aid eligibility. The student is encouraged to seek counsel from the Financial Aid Office prior to petitioning for an Incomplete.

Course Prefix _____ Number _____ Title _____ Credit _____ Term _____

Student Name _____ Student ID Number: _____

Instructor _____

Reasons for Incomplete (attach documentation, if appropriate): _____

Grade for work completed thus far: _____

Date the instructor will submit the change of grade form to reflect the final grade earned by the student in the class (must be a letter grade; must be less than 1 year from end of this term): _____

*Along with this form, the instructor will need to attach the following:

1. work to be completed, including how to figure final grade with the newly completed work (i.e. the number of points assigned, percentage of grade assigned, total points for the course).
2. a grading rubric or grading rubrics for the assignment(s) needing to be completed.

Student _____ Date _____
Signature

Recommend Yes No Instructor _____ Date _____
Signature

Approve Yes No Dean _____ Date _____
Signature

Copies:

Student
Instructor
Department Chair
Registrar
Financial Aid

Revised 10/11