

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.

The fee will be posted once the final grade is entered online by 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 within three quarters of your enrollment in the class. (Both: Excludes Summer Session) Your Instructor may set an earlier deadline for submission of work. Specific deadlines for each term can be found on the Academic and Administrative Calendar.

Graded Term	Undergraduate Coursework Completion Deadline	Graduate Coursework Completion Deadline
Fall	Last day of Winter term	Last day of following Fall term
Winter	Last day of Spring term	Last day of following Winter term
Spring	Last day of Fall term	Last day of following Spring term
Summer	Last day of Fall term	Last day of following Spring term
If your instructor set an earlier deadline for submission of work, that deadline applies.		

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

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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 _____