



Petition for Incomplete Grade—Concurrent Course

Completed original form must be submitted to the UCSB Extension Student Services Office by the last day of the quarter.

To be eligible to receive an incomplete grade, the student's academic work to date must be of "passing quality" but incomplete. Work must be completed and submitted to the Recorder within three months from the end date of the course, whether or not the student is registered or the course is offered.

SECTION I: Completed by the student (Please print)

Quarter _____ Year _____

Name _____ SS # _____
Last, First, Middle

Course information: _____
Subject Course Number Enrollment Code Reg #

Instructor's Name: _____

Reason for requesting incomplete: _____

Graduate Student? Yes No

Undergraduate students indicate college: Creative Studies Engineering Letters and Science

Student Signature

Date

SECTION II: Completed by the instructor at the time petition is filed.

Student's grade must be of passing quality to file an incomplete petition.

Student's grade to date: _____ Indicate nature of work to be completed: _____

Reason for Petition: _____

Percentage of the final grade to be based on work yet to be completed: _____

Date work must be submitted within the one quarter deadline: _____

Instructor's Name (printed) Date

Dean's Name (printed) Date

Instructor's Signature Date

Dean's Signature Date

The final grade must be reported on a Grade Change Report available at the Extension office, phone ext. 7869 or recorder@els.ucsb.edu.

OFFICE USE ONLY: Date received: _____ Final course date: _____

Met qualifications for grade change: Yes No If not, why? _____