



Petition for Incomplete

Incomplete Petitions are due by the last day of final exams.

To Be Completed by Student

Student Name: _____ Date: _____

ID#: _____ Phone: _____ Email: _____

Course Subject and Number: _____ Course Title: _____

Professor Name: _____

To Be Completed by Faculty

Incomplete petitions must have faculty support in order to be approved and are reviewed by Academic Advising for final approval. Feel free to consult your department chair or Academic Advising (advising@clarku.edu) when deciding whether to grant an incomplete.

Please check the following boxes to assert that you are aware of the requirements for granting an incomplete and that you and the student seeking the incomplete meets these requirements:

- the student has been engaged in the course for the majority of the semester
- the student has a significant majority of the course work already completed (over 50%)
- the faculty member can accommodate working and communicating with the student during the period of the incomplete
- the faculty member can reasonably expect the student to complete the remaining work before the end of the next add/drop period

To Be Completed Collaboratively by the Student and the Faculty

This form represents an agreement between the faculty and the student in terms of what work needs to be completed and the deadlines for said work.

Work to Be Completed (please be specific):

Deadline for Student to Submit Work to Faculty: _____

Deadline for Faculty to Submit Grade to Registrar's Office*: _____

**Spring incomplete grades are due to the Registrar no later than the end of Fall add/drop.*

**Fall incompletes grades are due to the Registrar no later than the end of Spring add/drop.*

Faculty Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____



Petition for Incomplete

Incomplete Petitions are due by the last day of final exams.

To Be Completed by Academic Advising

The incomplete petition is:

- Approved
- Denied

Rational for Denial:

Academic Advising Signature: _____

Date: _____

Incomplete Policy for Reference

Grades of Incomplete

Students may petition for an Incomplete grade at the end of the semester due to extenuating circumstances. Incompletes are granted only to cases in which a significant majority of the course work has already been completed as determined by the faculty. In assessing the decision to grant an incomplete, faculty should believe that the student can feasibly complete the remaining work in the time before the next add/drop period. Some elements of courses, such as labs or discussion sessions, might not be feasible to complete as an incomplete. Faculty are welcome to consult with members of the university staff and their department chair in making incomplete decisions.

Incomplete petitions are reviewed by the Academic Advising Center for final approval and must have faculty support in order to be approved. Faculty support should only be granted if:

1. the faculty member can accommodate working and communicating with the student during the period of the incomplete;
2. the faculty member can reasonably expect the work remaining can be completed by the student before the end of the next add/drop period;
3. the student has been engaged in the course for the majority of the semester.

... Completed forms should be submitted to the Academic Advising Center by the last day of finals.

Students may request up to 2 incompletes per semester with the option to petition for more due to unique extenuating circumstances. Petitions for Incomplete are available at the Academic Advising Center on their website.

Extensions of Incompletes

Students may petition to extend their incomplete deadline with the support of their instructor. Extensions of incompletes will then be reviewed and either approved or denied by the Academic Advising Center.

Students who extend their incompletes beyond the standard deadline will be assigned an academic success adviser with whom they can connect with for support until their incomplete work is finished.