

San Francisco State University
College of Extended Learning

Petition for Incomplete

STUDENT NAME (Last Name, First Name M.I)

SFSU ID

Address: _____

Phone (Day): _____
Phone (Night): _____
Email: _____

Department and Course Number: _____

Term/Year/Units: _____ / _____ / _____

My reasons for this request are (specify clearly and attach supporting documentation):

I have read the prerequisites and procedure on the back. I understand that re-registering for the same course is NOT an acceptable way to “make up” an incomplete. To make-up the incomplete grade I am requesting, I must make arrangements with the instructor granting it to complete specified requirements by the agreed upon date. If the required work is not made up by the deadline, I may receive the grade indicated below by the instructor. In any case I must file a “Petition for Grade Change” in order to change the “I” grade to another grade. If a grade change petition is not filed, the “I” grade will be automatically changed to an “F”.

Student Signature: _____

Date: _____

Action by Instructor:

Check box if petition is instructor initiated.

____ **Approve:** The student has completed ____% of the graded coursework with an estimated grade of ____.
The following requirements (e.g. term paper, final exam) must be completed: _____

By (date) _____ / _____ / _____

The student will earn a grade of ____ if the required work is not completed. The student still needs to file for a grade change.

____ **Disapprove**

Comments: _____

This petition should be attached to the grade sheet submitted to the College of Extended Learning by the instructor. The course instructor is normally responsible for evaluating the make-up work and giving a final grade.

Instructor Signature: _____

Date: : _____

Action by Program Director/Department Chair : _____ Approve _____ Disapprove

Comments: _____
Director/Chair Signature: _____ Date: : _____

Return completed form to SF State College of Extended Learning.

POLICY FOR INCOMPLETE

REQUIREMENTS CHECKLIST

- Student has completed a substantial part (normally greater than 75%) of the coursework and a “W” grade is not a viable alternative.
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
- Student is doing **passing work** at the time the petition is filed and it is possible for him/her to earn credit if the course requirements are completed within the time allowed.
- Student has consulted with the instructor about getting an incomplete grade for the course.

TIME LIMIT

The normal time allowed to make up an incomplete grade is one academic year (not including summer session), regardless of whether or not the student is enrolled for the semester. However, the instructor may set a deadline earlier than the two-semester limit. The instructor may refuse to accept work submitted after the agreed-upon deadline. Students with extenuating circumstances may request the instructor to extend the time limit. To extend the time limit beyond one year, however, the student must file a “Petition of Waiver of College Regulations” before the end of the one-year limit.

GRADE CHANGE

A “Petition for Change of Grade” must be filed in order to change an “I” to another grade, including the “default” grade. Failure to file such a petition within one year following the semester in which the “I” grade is assigned will result in **an automatic assignment of an “F” grade** to the course. No grade changes are allowed after the student has graduated.

PROCEDURE CHECKLIST

- Student discusses his/her desire for an incomplete grade with the course instructor before filing this petition.
- Student initiates the petition by completing the “Student Request” part of the petition, signed and dated. In rare cases when the student is unable to submit the petition form, the course instructor, after consulting with the student, may initiate the petition on behalf of the student.
- Student submits the form together with the supporting documents to the course instructor.
- If the instructor approves the petition, s/he sets the condition (what work to be completed by what date) for completing the course after discussing the case with the student.
- The instructor submits the petition together to the appropriate Department Chair or CEL Program Director for approval. The petition is not approved unless the chair approves.
- Student files a “Petition for Change of Grade” after completing the specified course requirements. In any case, **the grade change petition must be filed** before the end of the one-year limit in order to change an “I” to a different grade. Otherwise, **the “I” grade is automatically converted to an “F”**.