

PETITION FOR GRADE OF INCOMPLETE

Complete in triplicate with a copy to the student, a copy to the instructor, and a copy to the Department Office.

See other side for Catalog citations re: incompletes.

Name _____ Date _____

Student number _____ Course number _____

Instructor _____ Quarter and Year _____

I request the grade of Incomplete (I) for the above course for the following reason(s):

To receive a grade, I must complete the following:

I agree to perform the work as shown, for removal of the grade of "I" on or before _____ (fill in date). I understand that failure to remove the "I" grade by the agreed date will result in its conversion to the grade of 0.0 for undergraduate students. If a graduate student, I understand that the "I" grade remains an "I" unless changed by the instructor.

Signed _____
(Student's signature)

Approved:

Signed _____
(Instructor's signature)

Date: _____

UNDERGRADUATE STUDENTS

An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, an undergraduate student must convert an Incomplete into a passing grade no later than the last day of the next quarter. *The student should never reregister for the course as a means of removing the Incomplete.* An Incomplete grade not made up by the end of the next quarter is converted to the grade of 0.0 by the Registrar unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed. The original Incomplete grade is not removed from the permanent record.

An instructor may approve an extension of the Incomplete removal deadline by writing the Graduations and Academic Records Office no later than the last day of the quarter following the quarter in which the Incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade.

In no case can an Incomplete received by an undergraduate be converted to a passing grade after a lapse of one year.

GRADUATE STUDENTS

An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement giving the reason for the Incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.

To obtain credit for the course, a student must successfully complete the work by the last day of the next quarter in residence. This rule may be waived by the Dean of the College in which the course is offered. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An Incomplete received by a graduate student does not automatically convert to a 0.0 but will remain a permanent part of the student's record.

(From UNIVERSITY OF WASHINGTON BULLETIN - GENERAL CATALOG, 1998-2000, pages 34 and 42)