

PETITION FOR GRADE OF INCOMPLETE

Complete in triplicate with a copy to the student, a copy to the instructor, and a copy to the advising office.

See other side for UW policies.

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 _____ Date: _____
(Instructor's signature)

Undergraduate Students, from the University of Washington [General Catalog](#)

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 of the reason for the giving of the *Incomplete*, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.

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. For Spring Quarter, the following quarter is considered to be Fall 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 Office of the University 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 to the Graduation 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 by the Office of the University Registrar 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.

In no case shall an *Incomplete* on the record at the time a degree is granted be subsequently changed to any other grade.

An *Incomplete* grade does not count for registered hours nor in computation of grade-point averages.

Graduate Students, from [Graduate School Memo 19](#)

An *Incomplete* may be given only when the student has been in attendance and has done satisfactory work to 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, a student must successfully complete the work and the instructor must submit a grade. In no case may an *Incomplete* be converted into a passing grade after a lapse of two years or more. An *incomplete* received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.