

PETITION FOR INCOMPLETE GRADE

Enrollment Services



Students with verifiable, unavoidable reasons for being unable to complete a course within the normal course time may submit this form to the faculty member of the course to request an incomplete grade ("I" grade). To be eligible, a student must have satisfactorily completed more than 60% of the course requirements and attendance (passed the withdrawal deadline for the course). Form must be processed prior to the last day of instruction for the course.

Student Name: _____ TCC ID #: _____

Course: _____ Sem/Term: _____ Year: _____
Class No. Subject Catalog No. Class Section

I am requesting an incomplete grade for the following reason (attach additional pages/documentation as necessary):

Outstanding work/assignment(s) needed to complete the course (attach additional pages as necessary). Note: completion due date may not be set beyond the last day of instruction for the subsequent semester (without written approval of the Campus Provost):

Assignment Name	Course Weight (%)	Due Date

STUDENT: By signing below, I agree to complete the work/assignments detailed above before the due date. If I do not, I understand my currently assigned course grade will remain on my permanent academic record.

Student Signature: _____ Print Name: _____ Date: _____

FACULTY:

1. Select **Default Grade** (based on coursework already completed): ___ B ___ C ___ D ___ F ___ P ___ R ___ U
2. By signing below, I acknowledge: (1) the student has satisfactorily completed more than 60% of the course requirements and attendance (passed the withdrawal deadline); (2) prior to the end of the subsequent semester, once work/assignments have been completed, **I will submit a Grade Change Form** reflecting the final grade for the student.

Faculty Signature: _____ Print Name: _____ Date: _____

Submit this completed form to the Enrollment Services Office on the campus of the course.

Processed By: _____ Print Name: _____ Date: _____

Verified By: _____ Print Name: _____ Date: _____

DISTRIBUTION: Enrollment Services / Academic Dean