

Petition for Incomplete Grade

Policy and Guidelines:

An incomplete grade (IN) is a temporary grade that may be given at the instructor's discretion to a student who needs additional time beyond the end of the semester to complete one or more assignments for a given course. If the student and instructor need only to postpone the final exam to a time still within the final exam period, then they should complete the [Request for Exam Postponement Form](#) (an incomplete grade is not necessary in these circumstances). An IN may not be used to allow a student to attempt to raise a grade at the end of the term.

Students may request an incomplete grade only if the instructor indicates that the student has successfully completed at least 75% of the work for the class. BSEd students' timeline to complete course work may not exceed 30 days.

Students must complete the petition for an incomplete grade and have it signed by their instructor and submitted to their academic dean for final approval. The petition should set forth (i) the specific assignments that the student will complete, and (ii) the dates by which the student will submit each assignment. If the student does not meet the terms laid out in the petition, the student's incomplete grade will be changed to an F or U.



Petition for Incomplete Grade

UVA ID # _____

Name in Full:

_____ Last _____ First _____ Middle _____

Email Address: _____

Mailing Address:

_____ Number _____ Street _____ Telephone _____

_____ City _____ State _____ Zip Code _____

Program of Study: _____

Status or
Degree

Department: _____

Level: _____

“I hereby petition for an incomplete grade or withdrawal from the course:”

Provide a statement including supporting reasons for this request.

For an incomplete, specify the requirements pending and the date you will submit the assignment to the instructor.

***Refer to important Policies and Guidelines on page 1 before submission.**

Request:

Signature: _____ **Date:** _____

Note: Applicant should not write below this line.

***Instructor’s Permission** Denied Granted

Please Note: For incomplete please specify the due date: _____

Failure to complete this “contract” by the due date will result in a failing grade.

Signature: _____

Date: _____

Note: The official grade must still be designated on the grade change form.

Final Action: Dean’s Office Denied Granted

Signature: _____ Date: _____