



**Petition for Grade of "Incomplete"**

University of San Diego Professional and Continuing Education policy states that a student and instructor make a written agreement defining the work that should be completed within 60 days of the final class meeting or online course end date. This form will serve to document the arrangement by describing the work to be completed and the required completion date.

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**To be completed jointly by student and instructor (please print):**

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Middle

Course#: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Location: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Dates of Course: \_\_\_\_\_

Reason for assignment of "Incomplete": \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of work to be completed to receive grade: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date by which completed work will be submitted: \_\_\_\_\_

To submit work student will contact instructor via: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make copies of the completed form, distribute as follows:  
**Instructor:** return the signed form to the Program Manager in Professional and Continuing Education. Retain a copy of the form and submit to the Program Manager when final grade is awarded.  
**Student:** retain a copy for your records.

**To be completed only by instructor to submit final grade:**

When the requirements for course complete are met, the instructor assigns a grade, signs, dates, and returns this petition to Professional and Continuing Education.

Date Work Completed: \_\_\_\_\_ Final Grade: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_