

SOUTHWESTERN UNIVERSITY

Office of the Registrar

P.O. Box 770

Georgetown, TX 78627-0770

PETITION FOR INCOMPLETE GRADE

Phone: 512/863-1952

Fax: 512/863-1685

reg@southwestern.edu

University policy states that the grade of "Incomplete" shall be given only in the case of medical emergency or some other emergency situation beyond the student's control. The grade of Incomplete may not be given for the sole reason of permitting additional time to complete assigned course work. If the "I" has not been replaced by 5:00 PM on the last day to add courses for the next regular semester, the grade becomes an "F." With approval from the professor on a petition in writing to the Registrar, students may be granted an extension of the above deadline.

Official Request that the grade of Incomplete be granted in:

Course Number

Course Title

for the _____ semester in the _____ academic year.

My explanation of the emergency reason for granting this request:

I understand that the "Incomplete" must be removed by 5:00 PM on the last day to add courses for the next regular semester or the grade becomes an F.

Signature of Student

Date

Printed Name of Student

Signature of Instructor

Date

Printed Name of Instructor

Please attach this form to your completed *Grade Request Roster* for the course.