Petition for Incomplete Grade

The Incomplete (I) grade may be assigned when a student’s work is of non-failing quality and the student has completed a substantial amount of the required coursework but is unable to complete the course due to circumstances beyond the student’s control. Legitimate reasons considered include a serious and sudden medical illness or compulsory military service. Documentation to substantiate the student’s request must be attached to this form. The Incomplete (I) grade may not be used to retake the course or allow additional time for a student who has fallen behind. Student Petition for Incomplete Grade forms must be approved and signed by the instructor. A copy of the completed form must be on file with Student Services before the published final day of the course.

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

Student Name: ___________________________  Student ID: U____________________

Section ID: ______ Course Number: ______  Title: __________________________

Instructor’s name: ________________________  Dates of Course: ____________________

Instructor email: _________________________  Instructor phone number: ____________

Reason for Assignment of Incomplete Grade (see attached documentation):

Detailed description of coursework to be completed:

Students completing incomplete coursework must do so outside of class; students must make arrangements with instructor to submit all coursework to an email address. Students should not re-enroll in the class to complete coursework. An Incomplete (I) grade may be replaced with a Letter (L) or Pass (P) grade upon satisfactory completion of the coursework listed above.

Deadline for completed work (no later than official last day of following quarter): ________________(mm/dd/yyyy)

Student Signature: ________________________  Date: _________________________

Please note: It is the responsibility of the instructor to submit a final grade no later than ten (10) business days after the above stated deadline for completed work. Student Services is not responsible for following up on missing grades. Instructors must submit final grades in one of two ways: via the “Change Grade – Request” function in InstructorLink OR on a signed, official grade sheet submitted to Student Services. If a final grade is not submitted by the grade submission deadline, Incomplete (I) grades will lapse to a Fail (F).

Grade submission deadline (above deadline + 10 business days): ________________(mm/dd/yyyy)

Instructor Signature: ________________________  Date: _________________________

A completed copy of this form and any signed official grade sheets should be sent to UCSD Extension Student Services at: UCSD Extension – Student Services, Petition for Incomplete Grade, 9500 Gilman Drive, Dept. 0176-H, La Jolla, CA, 92093-0176. Both student and instructor should retain a completed copy of this form for their records. For more information, please contact Student Services at 858-534-3420 or unex-grades@ucsd.edu.