



WEINBERG COLLEGE OF ARTS & SCIENCES

Office Use Only:	Date Received: _____
Circle Appropriate Grade	X Y
Circle Appropriate Action	Approved Denied
Date of Action	_____

PETITION TO RECEIVE AN INCOMPLETE

The rules of the college specify that an incomplete (resulting in a temporary grade of "Y" or "X") is to be given when a student has not completed assigned work because of unanticipated circumstances beyond personal control, typically in cases of incapacitating illness or family emergency (such as a death).

- The grade of "X" indicates that a student will be absent from the final examination due to reasons beyond his/her control.
- The grade of "Y" indicates that a student will not be able to complete assigned work (other than a final examination) because of illness or other circumstances beyond personal control.

An incomplete should not be given when a student's work is outstanding because of negligence or because a student desires additional time to improve performance on one or more assignments. In cases of negligence, it is the professor's responsibility to determine what effect the uncompleted work shall have on the student's grade.

To apply for one of these grades, a student must submit this petition form to the course professor and then secondly, in person, to a college adviser or dean at 1908 or 1922 Sheridan, along with appropriate documentation (typically a record of medical treatment or an obituary or death notice). The student and professor will be informed if the petition is approved. All incomplete work must be completed during the next quarter the student is registered at Northwestern; college advisers or deans may impose specific earlier deadlines at their discretion.

I hereby petition to receive an incomplete in:

Department	Course No.	Title of course
Professor's Name		Quarter & Year Taken (e.g., Spring 2006)

Name _____	ID# _____
Current Address _____	Date _____
E-mail _____	Phone _____
School (e.g., WCAS, Music) _____	Year in School (e.g., soph, jr) _____

I. Please specify work that will remain incomplete at the end of the quarter (e.g., 10-page term paper, two laboratory experiments, reading 3 books, final exam, etc.)

II. Please indicate what course assignments have been completed and the grades received for each:

III. The reason for requesting this incomplete is:

_____illness (please explain)

_____family emergency (please explain)

_____other (please explain)

IV. What kind of documentation are you attaching to this petition?

V. Comments by the professor

_____ I recommend approval.

_____ I have no opinion on the merits of the request.

_____ I recommend denial of the request.

Remarks:

Print name of professor

e-mail address

Signature of professor

Date

VI. Evaluation by Office of Undergraduate Studies and Advising

_____ I approve this request.

_____ I do not approve this request.

_____ I approve this request on the condition that (please specify)

Deadline for completing course work:

Remarks:

Print name of college adviser or dean

Signature of college adviser or dean

Date

Orig: Office of Undergraduate Studies and Advising
CCs: Professor and Student (upon request)

updated July 2010